



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

30 September 2026

DIVISION MEMORANDUM

No. 473, s. 2026

**CONDUCT OF SCHOOL SPORTS CLUB (SSC) IMPLEMENTATION MONITORING AND
TECHNICAL ASSISTANCE TO ALL PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
PSDSs and PICDs
All Elementary and Secondary School Heads
All District and School Sports Coordinators
All School Sports Clubs Coaches and Facilitators
All Others Concerned

1. In line with Division Memorandum No. 297, s. 2026, entitled, Institutionalization of the School Sports Club (SSC) in All Public Schools and DepEd Order No. 022, s. 2025, titled, Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools, the Schools Division Office of Dapitan City, through the School Governance and Operations Division (SGOD) shall conduct monitoring and provide technical assistance to schools implementing the SSC Program in accordance with the established policies and guidelines on its organization, implementation, management and monitoring.
2. The activity aims to determine the status of SSC implementation, document good practices and implementation gaps and provide appropriate technical assistance to schools in strengthening the implementation of the School Sports Club Program.
3. The monitoring shall cover the following areas:
 - a. Organization and operationalization of the School Sports Club;
 - b. Designation and functionality of the SSC Coordinator and Sports Club Facilitators;
 - c. Registration and participation of learners in the SSC;
 - d. Implementation of the approved SSC activities and programs;
 - e. Availability and utilization of sports equipment, supplies, and facilities;
 - f. Implementation of the mandatory and/or identified sports activities consistent with applicable guidelines;
 - g. Inclusivity and accessibility of sports participation;
 - h. Documentation of SSC activities and accomplishments;
 - i. Issues, challenges, good practices, and technical assistance needs of the school.



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4. For this purpose, the Technical Assistant I (Sports) is hereby authorized to conduct scheduled school visits and accomplish the prescribed SSC Monitoring and Technical Assistance Tool, Documentary Requirements Checklist, and Technical Assistance Report and shall:

- a. Coordinate with the concerned School Head and SSC Coordinator prior to the scheduled visit;
- b. Review available SSC records and supporting documents;
- c. Conduct interviews, observations, and validation of reported SSC activities, as appropriate;
- d. Document implementation practices, accomplishments, gaps, and concerns;
- e. Provide immediate technical assistance within the scope of the assigned function;
- f. Recommend appropriate actions and timelines for identified gaps; and
- g. Submit the completed monitoring and technical assistance report to the Division Sports Coordinator for consolidation.

5. Attached to this Memorandum is the Unified School Sports Club (SSC) Monitoring Tool issued by the School Sports Division, Central Office, which shall be used as the official monitoring instrument during the conduct of the activity.

6. Expenses incurred in the conduct of the monitoring activity shall be charged against the downloaded sports funds, subject to existing accounting and auditing rules and regulations.

7. For queries, please contact the Division Sports Coordinator, Noel P. Mangubat, through cellphone no. 0939 759 0755, and Assistant Division Sports Coordinator, Rey G. Campos through cellphone no. 0912 291 3304.

8. For wide and immediate dissemination of this memorandum is desired.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent





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SCHOOL SPORTS DIVISION

**SCHOOL SPORT CLUB MONITORING TOOL
(TECHNICAL ASSISTANT)**

*This School Sports Club (SSC) Monitoring Tool is used by the Schools Division Office (SDO) focal person of School Sports Division in conducting on-site monitoring and validation visits to public schools. Pursuant to **DepEd Order No. 22, s. 2025** — Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools — this tool assesses school-level compliance on learner participation, sports equipment utilization, facilities, coaching and supervision, and conduct of sports activities. Findings shall serve as basis for providing technical assistance and program interventions to ensure the effective and sustained implementation of the School Sports Club Program in all public schools within the division.*

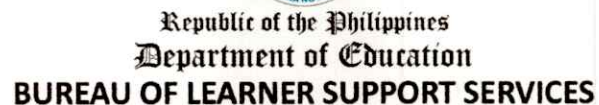
General Directions:

1. This form shall be accomplished by the **SDO Focal Person** during actual on-site monitoring visits to schools implementing the SSC Program pursuant to **DepEd Order No. 22, s. 2025**.
2. Complete all items in the **School Information** section before proceeding with the monitoring proper.
3. Write **N/A** for indicators that are not applicable to the school being monitored.
4. Place a check mark (✓) in the appropriate column based on actual observation and on-site verification only.
5. For **Part III**, verify each indicator as Evident or Not Evident by checking the prescribed Means of Verification (MOVs).
6. Use the **Remarks** column to record additional observations or clarifications per indicator.
7. Attach photo documentation as supporting evidence of the school's SSC implementation.
8. Discuss all findings and recommendations with the **School Head and/or SSC Coordinator** before leaving the school.
9. Accomplish and submit the monitoring data through the **designated online form** and furnish a copy to the **Regional Focal Person** within **three (3) working days** after the monitoring visit.
10. This document is **for official use only** of the **School Sports Division** for the School Sports Club Program.

PART I. SCHOOL INFORMATION (□ Place a check mark (✓) on the applicable box for Program Offering and Typology of School)

This section captures the basic profile of the school being monitored. The monitoring officer shall fill in all required information accurately based on actual school data at the time of the visit.

Region:		Division:	
School Name:		Name of School Head:	
School ID:		Name of Sports Coordinator:	
Program Offering:	☐ Purely ES ☐ Purely JHS ☐ Purely SHS ☐ ES & JHS (K-10) ☐ JHS with SHS ☐ All Offering (K-12) ☐ SPED School	Typology of School:	☐ Very Small ☐ Small ☐ Medium ☐ Large ☐ Very Large ☐ Mega
No. of Enrollees:		Monitoring Date:	
No. of Sports Facilitator		Name of Focal Person:	



Legend: LWD = Learners with Disabilities ALS= Alternative Learning System IP = Indigenous People

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PART III. IMPLEMENTATION - This section serves as a checklist for verifying the implementation of the School Sports Club (SSC) Program in the school. It determines the presence and completeness of the required documents, organizational structures, plans, and activities by checking the corresponding indicators and reviewing the prescribed Means of Verification (MOVs). The checklist ensures a systematic and consistent validation of SSC program compliance and implementation.

Area	Indicators	Evident	Not Evident	MOVs	Remarks
The school has:					
Club Organization	Established and registered SSCs			• Notice of meeting • Action plan and registration forms (Form 1 & Form 2) • Internal Guidelines • Organizational Chart	
	Updated SSC Membership Registry				
	Designated SSC Coordinator and Facilitators				
	Elected SSC Officers				
The school has:					
Planning and Implementation	Approved SSC Action Plan			• Action Plan • Session Plan • Pictures of Activities • Program Accomplishment Report	
	SSC sessions conducted (2-3 hours weekly)				
	Sports clinics conducted				
	Sports skills festivals conducted				
	SSC intramural and extramural activities conducted				
	Advocacy and orientation activities conducted				
	Has at least one sports offering				
The school has:					
Learner Participation	Registered SSC members			• SSC Learner Member Registration • Attendance Log • Parental Consent • Medical Certificate (if applicable)	
	Learners with disabilities, IP, ALS participating				
The school has:					
Assessment	Physical fitness assessments completed			• Physical Fitness Test Result • Sports Skills Assessment Result	
	Sports skills assessments completed				
The school has:					
Supplies and Equipment	Updated Equipment Inventory			• Inventory List (property inventory form) • Physical Supplies and Equipment	
Venue and Facilities	Safe and serviceable sports facilities			• Physical Facility • Actual photo of facilities • Letter or appraisal/ Memo for Exclusive use/MOA/MOV (if applicable)	



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The school has:					
Stakeholder Support	Partnerships established			- Notice of Meeting - SGC Resolution - Financial Report - MOA/MOU	
	Stakeholder meetings conducted				
	Donations and sponsorships received				
The school has:					
Safety Mechanisms	Safety orientation conducted			- No. of Reported SSC Related Injuries - SSC Safety Guidelines (if available) - Parental Consent Medical Certificate (if applicable)	No. of Reported SSC Related Injuries: _____
	Incident/Injury Reports completed				No. of Reported LRP Concerns Related to SSC Activities: _____
	Secured Parental Consent Forms, Health Declaration Forms/Medical Certificate				
	First aid kit available				
The school has:					
Feedback mechanism	Documentation of Activities			- Post-Activity Report - Pictures of Activities	
	Post Activity Evaluation of Activities				

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PART V. SPORTS SUPPLIES, MATERIALS, & EQUIPMENT MANAGEMENT - This section evaluates the proper management, utilization, and condition of sports equipment and materials in the school. The monitoring officer shall check the applicable box based on actual verification during the visit.

Indicator	Yes	No	Remarks
Is the school a SSEEDP (Sports Supplies and Equipment Enhancement Disbursement Program) recipient?	☐	☐	
Has a Utilization Report been submitted for the sports equipment?	☐	☐	
Is the equipment properly labeled and organized?	☐	☐	
Is the equipment being actively used during SSC activities?	☐	☐	
Is there available storage room for supplies, materials, & equipment?	☐	☐	
Is there a sports custodian assigned to the school?	☐	☐	
Is there a regular maintenance schedule for equipment?	☐	☐	
Is an updated equipment inventory on file?	☐	☐	
Overall Equipment Condition:	☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Replacement		



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PART VI. SPORTS FACILITIES - This section documents the availability, standard, condition, and amenities of sports facilities in the school. The monitoring officer shall fill in all columns based on actual inspection of each facility during the visit.

FACILITY TYPE	Available (Y/N)	Standard		Roofing / Covered	Flooring	Condition			Amenities					Remarks / Issues
		Standard	Non- Standard			Good	For Repair	For Rehab	Bleachers	Toilets	PWD Ramp	Locker/ Dressing	Storage	
Gymnasium (Full-size)														
Covered Court														
Multi-Purpose Gymnasium														
Outdoor Court (Basketball)														
Outdoor Court (Volleyball)														
Badminton Court														
Football / Soccer Field														
Track Oval / Running Track														
Swimming Pool														
Table Tennis Area														
Chess / Indoor Game Area														
Other Facility (specify):														
Any buildable space:														



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PART VII. SPORTS ACTIVITIES PARTICIPATED - This section records the sports activities and competitions participated in by the school's Sports Club. The monitoring officer shall check the applicable box and provide relevant details for each activity.

Activity	Participated	Did Not Participated	Details/Date/ Participants
Regular Sports Club Activities / Practice Sessions	☐	☐	
School Sports Meet / Intramurals	☐	☐	
Palarong Pambansa District-Level Sports Meet	☐	☐	
Palarong Pambansa Division-Level Sports Meet	☐	☐	
Palarong Pambansa Regional Sports Meet	☐	☐	
Palarong Pambansa National Sports Meet	☐	☐	
PSC – Initiated Competition	☐	☐	
NSA – Initiated Competition	☐	☐	
LGU Initiated Sports Event	☐	☐	
(NGO) Invitation Sports Event	☐	☐	
Sports Demonstration / Exhibit	☐	☐	
Special Olympics (for learners with disabilities)	☐	☐	
Fun Run / Sports Fitness Events	☐	☐	
Sports Training Camp	☐	☐	
Online / Virtual Sports Competition (Online Chess, martial arts skills demo etc.)	☐	☐	
Other Activity (specify):			

PART VIII. SCHOOL SPORTS CLUB FACILITATOR - This section assesses the presence, regularity, and effectiveness of the SSC Facilitator in conducting sports club activities. The monitoring officer shall check the applicable box based on actual observation and verification during the visit.

Indicator	Yes	No	Remarks
Is an SSC Facilitator present during SSC activities?			
Are activities conducted regularly according to schedule?			
Is an SSC activity calendar in place?			
Are safety protocols and first aid measures observed?			
Is proper supervision of learners ensured at all times?			
Does the SSC Facilitator hold relevant certifications?			
Is the SSC Facilitator-to-Learner ratio appropriate?			
Is a SNED facilitator applicable?			

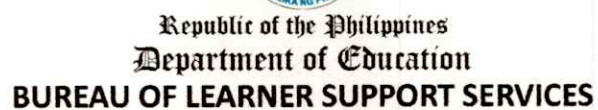


PHOTO 1	PHOTO 2
PHOTO 3	PHOTO 3
CAPTION Photo 1 / DESCRIPTION:	CAPTION Photo 2 / DESCRIPTION:
CAPTION Photo 3 / DESCRIPTION:	CAPTION Photo 4 / DESCRIPTION:



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PART X. FINDINGS, ISSUES AND RECOMMENDATIONS - This section documents the key findings, challenges, and recommendations gathered during the monitoring visit. The monitoring officer shall provide specific and actionable entries to guide the provision of technical assistance and program interventions.

1.Challenges / Issues Encountered:

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2.Needed Support and Interventions:

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3.Recommendations for Improvement

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4.Schools Requiring Follow-Up Monitoring

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5.Other Observations/ Comments:

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Signature over Printed Name / Date
Technical Assistant / SDO Representative

Signature over Printed Name / Date
Sports Club Coordinator

Signature over Printed Name / Date
School Head / Principal

Signature over Printed Name / Date
SGOD Chief / Authorized Representative



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