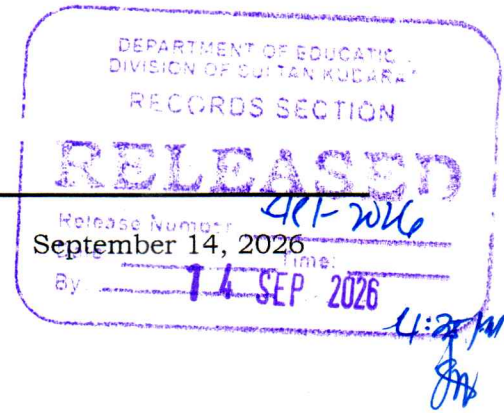




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



DIVISION MEMORANDUM
SGOD EPS No. 187 s. 2026

**REITERATION OF DEPED ORDER NO. 22, S. 2025 ON THE POLICY
GUIDELINES FOR THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS
CLUB IN PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors and Principals In-Charge
Elementary and Secondary School Heads
Concerned Employees
This Division

1. In reference to DepEd Order No. 22, s. 2025, re: Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools, this Office reiterates the establishment and institutionalization of the School Sports Club (SSC) in all public elementary and secondary schools in the Division.
2. All public elementary and secondary schools are directed to ensure the proper organization of their respective School Sports Clubs and to accomplish the prescribed registration through the designated online registration form at: **<https://bit.ly/48siS3P>**
3. The registration aims to establish an updated record of schools with active and organized School Sports Clubs and to facilitate the identification of potential recipients of the School Sports Supplies, Materials, and Equipment Enhancement Distribution Program (SSEEDP), subject to the applicable guidelines, criteria, and requirements of the program.
4. School heads are further encouraged to ensure that their respective School Sports Clubs are active, properly organized, and compliant with the provisions of DepEd Order No. 22, s. 2025. Registration shall be considered complete only upon the proper accomplishment and successful submission of the required forms and supporting information through the prescribed online platform.
5. All concerned school heads are directed to ensure the accuracy, completeness, and validity of the information and documents submitted. In particular, the correct

LPO/SGOD-EPS/DM- REITERATION OF DEPED ORDER NO. 22, S. 2025 ON THE POLICY GUIDELINES FOR THE INSTITUTIONALIZATION OF THE SCHOOL SPORTS CLUB IN PUBLIC SCHOOLS/ September 14, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk@depd.gov.ph



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School ID shall be entered in the online registration form, as this will be used as a primary reference for the identification and validation of participating schools.

6. Attached to this Memorandum are the instructions and procedures for the School Sports Club registration, including the prescribed forms and other requirements, as well as a copy of DepEd Order No. 22, s. 2025 for ready reference and guidance.

7. For queries and clarifications, all concerned may contact Lazaro P. Oriel, Senior Education Program Specialist/OIC-EPS SGOD, through email at lazaro.oriel@deped.gov.ph

8. Immediate dissemination of and compliance with this Memorandum are hereby enjoined.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent
By the Authority of the Schools Division Superintendent:

MOHALIDIN M. SUAEB

Chief Education Supervisor
Officer-In Charge

Office of the Assistant Schools Division Superintendent

Encl: As stated

Reference: As stated

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

GUIDELINES

INSTITUTIONALIZATION

SCHOOL SPORTS CLUB

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DIVISION OF SULTAN KUDARAT

Enclosure 1 to Division Memorandum SGOD EOPS No. 181 s. 2026

**INSTRUCTIONS AND PROCEDURES FOR THE SCHOOL SPORTS CLUB
REGISTRATION**

1. Download the prescribed forms.
2. Download the blank copies of FORM-SSC1 and FORM-SSC2 through the links provided below:
 - FORM-SSC1: [Download FORM-SSC1](#)
 - FORM-SSC2: [Download FORM-SSC2](#)
3. Accomplish the prescribed forms. Complete FORM-SSC1 and FORM-SSC2 accurately and completely. The forms shall be duly signed by the appropriate signatories before submission.
4. Convert the accomplished forms into PDF format. The duly accomplished and signed forms shall be converted into PDF format. Schools are encouraged to secure PDF files with a password whenever practicable.
5. Submit the accomplished forms online. Upload the completed PDF forms through the official School Sports Club Registration Form using the registration link provided above.
6. Observe the prescribed file-size requirement. The online registration form shall accept PDF files only, with a maximum file size of 10 MB per attachment. Schools are therefore advised to check their files before uploading and submitting them.

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