



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

31 March 2026

DIVISION MEMORANDUM
No. 220 s. 2026

DISTRIBUTION OF PROCURED SPORTS SUPPLIES AND EQUIPMENT UNDER THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND DISTRIBUTION PROGRAM (SSEEDP)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with **DepEd Order No. 022, s. 2025**, and the Department of Education's thrust to promote physical fitness, sports development, and athletic excellence among learners, this Office hereby announces the distribution of the **Sports Supplies and Equipment Enhancement and Distribution Program (SSEEDP)** for identified public schools in the City Schools Division of Tayabas.
2. The program aims to **enhance school sports programs** by providing adequate, standard, and appropriate sports supplies and equipment necessary for training, instruction, and participation in sports-related activities and competitions.
3. The distribution of sports supplies and equipment shall be conducted on **April 6, 2026 (Monday)**, at **3:00 p.m.**, to be held at the **4th Floor of SDO Tayabas City**. School Heads are enjoined to be present at the venue to facilitate an orderly distribution, proper turnover, and documentation of the distributed items.
4. The sports supplies and equipment shall be distributed to the following recipient schools under the SSEED Program:
 - a. Tayabas East Central School
 - b. Tayabas West Central School I
 - c. South Palale Elementary School
 - d. Potol Elementary School
 - e. Froilan E. Lopez Elementary School
 - f. Tayabas West Central School III
 - g. Rosario Quesada Integrated National High School
 - h. West Palale National High School
 - i. Kalumpang Integrated School
5. **School Heads, Sports Club Coordinators and Facilitators** are directed to ensure the **proper inventory, utilization, and safekeeping** of the distributed sports supplies and equipment. Corresponding **acknowledgment receipts and inventory reports** shall be submitted to the Schools Governance and Operations Division (SGOD) for documentation and monitoring purposes.



Address: Brgy. Potol, Tayabas City

Telephone No.: (042) 785-9615

Email Address: tayabas.city@deped.gov.ph

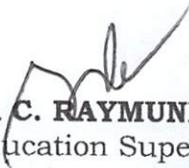
Website: <https://www.sdotayabascity.ph>

6. For further queries and clarification, you may contact Maria Corazon A. Borbon at 09175071780 or maria.borbon@deped.gov.ph.
7. Immediate dissemination and compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


IMELDA C. RAYMUNDO
Chief Education Supervisor-SGOD
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order No. 022, s. 2025

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

SPORTS SUPPLIES AND EQUIPMENT
SCHOOL SPORTS CLUB
SSEEDP

SGOD - distribution of procured sports supplies and equipment under the sports supplies and equipment enhancement and distribution program (sseedp)
SGON5RLG-004569/March 31, 2026