



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 September 2026

DIVISION MEMORANDUM  
No. **632** s. 2026

**MONITORING AND VALIDATION OF THE IMPLEMENTATION OF THE SCHOOL SPORTS CLUB (SSC) PROGRAM FOR SCHOOL YEAR 2026-2027**

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

1. Pursuant to **DepEd Order No. 22, s. 2025** titled **Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools**, this Office announces the conduct of monitoring and validation of the implementation of the School Sports Club (SSC) Program in all public elementary and secondary schools within the Division. The activity aims to assess the extent of program implementation and provide technical assistance to ensure compliance with established policies and standards.
2. Specifically, the monitoring shall determine the status of school compliance in the areas of club organization, learner participation, planning and implementation of sports activities, sports facilities and equipment management, stakeholder support, safety mechanisms, and documentation of School Sports Club activities
3. The monitoring results shall serve as basis for identifying program strengths, gaps, and necessary interventions to further improve the delivery of sports development programs and promote learner participation in school-based sports activities.
4. All school heads shall ensure the availability of pertinent documents and Means of Verification (MOVs), including SSC Action Plans, Membership Registry, Activity Reports, Inventory Records, Sports Facilities Documentation, and other supporting documents during the conduct of monitoring.
5. Attached to this Memorandum are Enclosure 1: List of SSED P Recipients (Batch 1 To Batch 6), Enclosure 2: Schedule of School Sports Club Monitoring Visits, and Enclosure 3: Monitoring Tool.
6. For further queries and clarification, you may contact **Maria Corazon A. Borbon** at 09175071780 or [maria.borbon@deped.gov.ph](mailto:maria.borbon@deped.gov.ph) and **Joseph Patrick Nilo** at 09565173021 or [josephpatrick.nilo@deped.gov.ph](mailto:josephpatrick.nilo@deped.gov.ph).

7. Immediate dissemination of and compliance with this Memorandum is desired.

  
**CELEDONIO A. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 22, s. 2025

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

MONITORING  
SPORTS  
SCHOOL SPORTS CLUB

SGOD- monitoring and validation of the implementation of the school sports club (ssc) program for school year 2026-2027  
SGOKM210-005593/September 21, 2026

Enclosure 1

**LIST OF SSED P RECIPIENTS (BATCH 1 TO BATCH 6)**

| <b>Batch No.</b> | <b>List of Schools</b>                                                                                                                                                                                                                                                                                                   |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch 1          | All public elementary and secondary schools                                                                                                                                                                                                                                                                              |
| Batch 3          | Alsam Integrated School<br>Busal Integrated School<br>Ilasan Integrated School<br>Eugenio Francia Integrated Schhol<br>Pandakake Integrated School<br>Mate Integrated School                                                                                                                                             |
| Batch 5          | Dapdap Integrated School<br>Buenaventura Alandy National High School                                                                                                                                                                                                                                                     |
| Batch 6          | Calumpang Integrated School<br>Tayabas East Central School<br>Tayabas West Central School I<br>Tayabas West Central School III<br>South Palale Elementary School<br>Potel Elementary School<br>Froilan E. Lopez Elementary School<br>Rosario Quesada Integrated National High School<br>West Palale National High School |

Enclosure 2

**SCHEDULE OF SCHOOL SPORTS CLUB MONITORING VISITS**

| <b>Date</b>        | <b>School</b>                                                                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------|
| September 21, 2026 | Dapdap Integrated School<br>Lalo Elementary School<br>Luis Palad Integrated High School                                  |
| September 22, 2026 | East Palale Elementary School<br>South Palale Elementary School<br>West Palale Elementary School                         |
| September 24, 2026 | West Palale National High School<br>North Palale Elementary School<br>Valencia Elementary School                         |
| September 30, 2026 | Ipilan-Alitao Elementary School<br>Malao-A Calantas Elementary School<br>Potel Elementary School                         |
| October 1, 2026    | Mate Integrated School<br>Pandakake Integrated School<br>Tayabas West Central School II                                  |
| October 6, 2026    | Rosario Quesada Integrated National High School<br>Cifriano J. Querubin Elementary School<br>Tayabas East Central School |
| October 8, 2026    | Tayabas West Central School I<br>Tayabas West Central School III<br>Tayabas West Central School IV                       |
| October 9, 2026    | Masin Elementary School<br>Ilasan Integrated School                                                                      |

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|                  |                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------|
|                  | Katigan-Alupay Elementary School                                                                           |
| October 13, 2026 | Eugenio Francia Integrated School<br>Calumpang Integrated School<br>Gibanga Elementary School              |
| October 14, 2026 | Domoit Elementary School<br>Froilan E. Lopez Elementary School<br>Buenaventura Alandy National High School |
| October 15, 2026 | Lakawan Elementary School<br>Lawigue Elementary School<br>Alsam Integrated School                          |
| October 16, 2026 | Busal Integrated School                                                                                    |

Enclosure 3

**MONITORING CHECKLIST  
MEANS OF VERIFICATION TO BE CHECKED**

| Part II — Learners' Enrolment in SSC        |                                                                                |                                                          |         |
|---------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------|---------|
| No.                                         | Document / Means of Verification                                               | Available?                                               | Remarks |
| 1                                           | List of Enrollment                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| Part III — Monitoring of SSC Implementation |                                                                                |                                                          |         |
| No.                                         | Document / Means of Verification                                               | Available?                                               | Remarks |
| 1                                           | Participation Rate                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | SSC Learner Registration                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Attendance                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 2                                           | Approved SSC Activity Schedule ( <i>per sports</i> )                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 3                                           | Stakeholders' Involvement                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Notice of Meeting                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Financial Report                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | MOA/MOU                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | SGC Resolution                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 4                                           | Type and Extent of Stakeholder Support ( <i>if applicable</i> )                | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Award Certificate                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | List of Materials Donated                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 5                                           | Injury and Safety                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | No. of Reported SSC Related Injuries                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | SSC Safety Guidelines ( <i>if available</i> )                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 6                                           | Venue and Facilities                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Physical Facility                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Actual photo of facilities                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Letter or appraisal / Memo for Exclusive Use / MOA/MOV ( <i>if available</i> ) | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 7                                           | Supplies and Equipment                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Inventory List ( <i>property inventory form</i> )                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
|                                             | Physical Supplies and Equipment                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |

|   |                                              |                                                          |  |
|---|----------------------------------------------|----------------------------------------------------------|--|
| 1 | SSC Organization Management                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Notice of Meeting                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Minutes of Meeting                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Internal Guidelines                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Organizational Chart                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 9 | Learners' SSC Organization                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | List of Officers                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Organizational Chart                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Notice of Meeting                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Minutes of Meeting                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Pictures of Activities <i>(if available)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|   | Cert of Accreditation <i>(if applicable)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

**Part IV — Sports Equipment Monitoring**

| No. | Document / Means of Verification | Available?                                               | Remarks |
|-----|----------------------------------|----------------------------------------------------------|---------|
| 1   | Inventory List                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 2   | Physical Sports Equipment        | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |

**Part V — Material Management**

| No. | Document / Means of Verification     | Available?                                               | Remarks |
|-----|--------------------------------------|----------------------------------------------------------|---------|
| 1   | Inventory List                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 2   | Guidelines or Process (if available) | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 3   | Physical Inventory Check             | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |

**Part VI — Physical Inventory**

| No. | Document / Means of Verification                    | Available?                                               | Remarks |
|-----|-----------------------------------------------------|----------------------------------------------------------|---------|
| 1   | Physical Inventory — Follow the Provided Guidelines | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |

**Part VII — Activity Documentation**

| No. | Document / Means of Verification | Available?                                               | Remarks |
|-----|----------------------------------|----------------------------------------------------------|---------|
| 1   | Schedule                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 2   | After-Activity Report            | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 3   | Pictures                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |

**Part VIII — Facilitator and Program Documentation**

| No. | Document / Means of Verification                               | Available?                                               | Remarks |
|-----|----------------------------------------------------------------|----------------------------------------------------------|---------|
| 1   | Memorandum or Letter Order Designating Sports Club Facilitator | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 2   | Calendar of Activities                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |

|   |                            |                                                          |  |
|---|----------------------------|----------------------------------------------------------|--|
| 3 | Safety Protocol Guidelines | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 4 | SSC Activity Schedule      | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

**Prepared by:** \_\_\_\_\_ **Noted by:** \_\_\_\_\_