Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 November 2026

DIVISION MEMORANDUM
No. 752 s. 2026

SUBMISSION OF QUARTERLY REPORT ON THE IMPLEMENTATION OF SCHOOL SPORTS CLUB

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

1. In reference to **Regional Memorandum No. 772, s. 2026,** titled **Submission of Quarterly Report on the Implementation of School Sports Club**, this Office directs all schools to submit their quarterly reports on the implementation of the School Sports Club pursuant to **DepEd Order No. 22, s. 2025**, titled **Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools**.

2. The quarterly report shall be submitted through the following link: https://tinyurl.com/ssc2026report, following the schedule below:

Reporting Period	Coverage	Submission to Division Office
First Quarter	June to September	Every 5th day of October
Second Quarter	October to December	Every 5th day of January
Third Quarter	January to March	Every 5th day of April

3. For further queries and clarification, you may contact **Maria Corazon A. Borbon** at **09175071780** or maria.borbon@deped.gov.ph.

4. Attached is the Regional Memorandum for your reference.

5. 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

Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

Encl.: As stated
Reference: Regional Memorandum No. 772, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

MONITORING REPORT
SCHOOL SPORTS CLUB

SGOD- submission of quarterly report on the implementation of school sports club
RECODSNJ-011216/November 11, 2026

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DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. IV-A
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Schools Division of Tavabas City
RECORDS SECTION
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BY:
DATE:
Control No. ESSD-RM-2026-722

26 October 2026

Regional Memorandum
No. 772, s. 2026

SUBMISSION OF QUARTERLY REPORT ON THE IMPLEMENTATION OF SCHOOL SPORTS CLUB

To: **Schools Division Superintendents**

1. In reference to DepEd Order No. 22, s. 2025, titled "*Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools,*" this Office, through the Education Support Services Division (ESSD), directs all Schools Division Offices (SDOs) to submit the quarterly report on the implementation of the School Sports Club covering all public schools implementing the provisions of the said Order.

2. Attached are the templates to be used by the Schools and Divisions in preparing and consolidating the required quarterly reports which are to be submitted through https://tinyurl.com/R4A-SSCQuarterlyReport following the below schedule:

Reporting Period	Coverage	Submission to Central Office
1st Quarter	June to September	Every 15th of October
2nd Quarter	October to December	Every 15th of January
3rd Quarter	January to March	Every 15th of April

3. For queries, kindly refer to the attached memorandum or contact the Education Support Services Division (ESSD) at essd.calabarzon@deped.gov.ph.

4. For compliance by all concerned.

CARLITO D. ROCAFORT
Director IV

03/ROE/LCS/ROE02

Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

ESSD-ICO01-2026-504

MEMORANDUM
DM-OUGOPS-2026 -____- _____

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL PUBLIC SCHOOLS

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operation

SUBJECT : **SUBMISSION OF QUARTERLY REPORT ON THE IMPLEMENTATION OF SCHOOL SPORTS CLUB**

DATE : September 23, 2026

In reference to **DepEd Order No. 22, s. 2025**, titled *"Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools,"* the Department of Education (DepEd) institutionalizes the School Sports Club (SSC) as an integral component of its school sports program, providing learners with inclusive and meaningful opportunities to participate in sports and physical activities. The institutionalization of the SSC aims to broaden access to sports participation among learners, support their physical, social, emotional, and personal development, and promote a culture of active and healthy lifestyles within the school community. Through the SSC, schools are encouraged to provide structured and sustainable sports activities responsive to the interests, needs, and developmental levels of learners.

Section VII.C of the said Order provides that the **Schools Division Office (SDO), through the School Governance and Operations Division (SGOD), shall monitor the schools' compliance with the provisions of these guidelines through quarterly reports from schools, gather feedback from all concerned stakeholders, and report to the Regional Office.** The Regional Office shall likewise consolidate the reports submitted by the Schools Division Offices and submit the consolidated report to the **Bureau of Learner Support Services–School Sports Division (BLSS-SSD).** In support of this monitoring and evaluation mechanism, the BLSS-SSD shall consolidate, validate, and analyze field-level implementation data to determine the status of implementation, extent of learner participation,

range of sports offerings, implementation challenges, emerging concerns, and areas requiring appropriate technical assistance and program support.

In this connection, all **Schools Division Offices**, through the School Governance Operations Division, are hereby requested to submit a **Quarterly Report on the Implementation of the School Sports Club**, covering all public schools implementing the provisions of DepEd Order No. 22, s. 2025. The report shall be submitted by the Regional Office to the Central Office based on the following schedule:

Reporting Period	**Coverage**	**Submission to Central Office**
1st Quarter	June to September	Every 15th of October
2nd Quarter	October to December	Every 15th of January
3rd Quarter	January to March	Every 15th of April

The data gathered shall be used by the Department to monitor implementation and compliance with the policy; determine the level of learner participation and sports offerings; identify implementation gaps, challenges, and technical assistance requirements; monitor the safety and protection of learners participating in School Sports Club activities; document good practices, innovations, and effective approaches; and inform succeeding program planning, policy development, resource allocation, monitoring and evaluation, and other appropriate interventions. **Attached to this Memorandum is the quarterly monitoring template**, which shall serve as the prescribed reference for the submission and consolidation of the required data.

For inquiries and further information, the concerned office may contact BLSS-SSD Monitoring and Evaluation Unit via email at blss.ssd@deped.gov.ph; look for **Dr. Paulo O. Motita II**, Senior Education Program Specialist.

Republika ng Pilipinas

Department of Education

FORM-SSC8-A

QUARTERLY MONITORING TOOL FOR SCHOOL SPORTS CLUB

(School to fill out)

Please provide accurate and complete information for each table. Enter the data based on your school's latest records. If the needed information does not apply, write "N/A." Please double-check all entries before submitting this form to your respective Schools Division Office to ensure the information is correct and complete.

Quarter: (put check)
- 1st Quarter
- 2nd Quarter
- 3rd Quarter

Region	
Schools Division	
School	
School ID	
School Head	
SSC Coordinator	

	No.
1. No. of reported injuries *(if any)*	
2. No. of reported child protection cases (if any)	
3. No. of External Partners *(if any)*	

No. of Sports Club Offered: _____ ***No. of Learners Enrolled: _____***

NAME OF SPORTS	BOYS	GIRLS
1.		
2.		
3.		
4.		
5.		

"Add row for Additional Sport"

Republika ng Pilipinas

Department of Education

FORM-SSCS-B

QUARTERLY MONITORING TOOL FOR SCHOOL SPORTS CLUB

(Division to fill out)

Please provide accurate and complete information for each table. Enter the data based on the school's latest submitted records. If the needed information does not apply, write "N/A." Please double-check all entries before submitting this form to your respective Regional Office to ensure the information is correct and complete.

Quarter: (put check)
- 1st Quarter
- 2nd Quarter
- 3rd Quarter

			Total No.
1. No. of Public Schools			
2. No. of Schools with School Sports Club	Elementary	Secondary	
3. No. of Schools without School Sports Club			
4. No. of Schools with reported injuries *(if any)*			
5. No. of reported injuries			

For this section, kindly fill up the table based on the said sport offered by schools for Elementary and Secondary level.

No. of Sports Offered:				NO. OF SCHOOLS WITH THE SAID SPORT		
NAME OF SPORTS	BOYS	GIRLS	TOTAL	ELEMENTARY	SECONDARY	TOTAL
1.						
2.						
3.						
4.						
5.						

Add row for Additional Sport