



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

August 5, 2024

DIVISION MEMORANDUM

No. 317, s. 2024

**ORGANIZATION OF SCHOOL SPORTS CLUB OF THE
COMPREHENSIVE SCHOOL SPORTS PROGRAM (CSSP)**

To: Assistant Schools Division Superintendents
Heads of Functional Divisions
Division Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary and Secondary Schools
Sports Coordinators/Advisers
All Others Concerned

1. Anent to **DepEd Memorandum No. 005, s. 2023**, entitled Conduct of the Palarong Pambansa, all schools are encouraged to organize their respective school sports clubs, adopting mandatory sports (Arnis, Athletics, Chess, Dance sports, Sepaktakraw, Swimming) and preferred sports based on their context.
2. The Comprehensive School Sports Program (CSSP) is an initiative of the School Sports Division (SSD) in support of the Department of Education's (DepEd) thrust of promoting the holistic development of learners through active engagement in sports and physical fitness activities. It aims to enhance the fitness level of learners; promote active participation of learners in various sports and physical activities; develop learners' proficiency in chosen sports or sports; and instill lifelong sports engagement among learners. The CSSP has three (3) Major components or flagship programs namely: 1. Sports Education and Standards; 2. Sports as a Learner Support Program; and 3. Sports Competitions.
3. The Schools Division Office duly recognizes Schools' Sports Clubs in partnership with the accredited School Sports Association (Bulacan Schools Sports Association, Inc.) Only student-athletes certified as members of school-based sports clubs and duly accredited teacher-coaches, asst. coaches, chaperons, and officiating officials shall be allowed to participate in the Division/Regional/National Sports Activities.
4. All sports club are requested to join to official MSTeams Portal using the school's Microsoft365 account @deped.gov.ph / using the MSTeams click **Join or create team** button on the upper right corner of the window, select **Join Team** then enter the Team Enrollment Code: **gqs9i8j**
5. Hence, all schools are required to register their organized school sports club at the Schools Division Office on or before September 16, 2024, via uploading of duly accomplished SSC1, SSC2, and membership certificate forms to be downloaded at the **<FORM-SSC.1 SSC.2 and Membership Certificate SCHOOLS SPORTS CLUB PROGRAM> folder** inside the files tab under the general channel a member of the MSTeams: "**DepEd SDO Bulacan Comprehensive School Sports Development Programs**" per item no. 4. Also, there is a need to upload the accomplished SSC1, SSC2, and membership certificate forms with required pictures/documents duly signed by the School Sports Coordinator/Adviser and attested by the School Head/Principal on the said deadline MSTeams: "**DepEd SDO**




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Bulacan Comprehensive School Sports Development Programs” at <ACCOMPLISHED FORM-SSC.1 SSC.2 and Membership Certificate SCHOOLS SPORTS CLUB PROGRAM> folder inside the files tab under the general channel of the said MStTeams select folder under the Private and Public Schools and the corresponding EDDIS of the school. There is no need to create individual folder just upload the file with filename: **SSC1-SSC2-NameOfSchool-Municipality-EDDIS** in Portable Digital Format (.pdf)

6. To ensure a well-planned, organized, and systematic conduct of school sports activities, this division shall release the Division Sports Development Program for S.Y. 2024-2025. This will guide all Sports Coordinators, School Heads, PSDSs, and the BSSA, Inc. in coordination with PGB-Youth and Sports Development Office-Sports Division in the implementation of the School Sports Development Program.
7. The aim of this CSSP is the need to provide strategic direction and technical inputs to the management of the school/learning centers and school divisions toward effective and efficient governance and operations. As the schools, learning centers, and SDO are accountable for their organizational effectiveness. Technical Assistance (T.A.) to schools to help them implement sustainable programs, projects, and activities relative to Comprehensive School Sports Programs (CSSP) please coordinate with Dr. Jay-Arr C. Tayao, DEPS-SGOD/Division Sports Officer jayarr.tayao@deped.gov.ph or kindly post your query directly to the MStTeams portal of sports to provide a year-round Technical Assistance (T.A.) to schools to help them implement sustainable programs, projects, and activities.
8. PSDSs, DEPS-SGOD, Project Development Officers, and Sports In-charge are requested to monitor the compliance of all schools under areas of responsibility.
9. Enclosure of this Memorandum are the following:

Enclosure No. 1: SSC1 School Sports Club Registration Form
Enclosure No. 2: SSC2 School Sports Club Attachment Form
Enclosure No. 3: Membership Certificate
10. For information, compliance, immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent



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FORM SSC.1: SCHOOL SPORTS CLUB REGISTRATION FORM

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

A. Basic Information			
Region		Division	
Name of School		School ID	
Address			
Email address (if any)		Telephone No.	
Website URL (if any)			
B. School Profile			
<p>Comprehensive School Sports Programs:</p> <ol style="list-style-type: none">Sports Education & Standards (including the After Schools Sports Program) (DETAILS)Sports as Learner Support Program (if beneficiaries of the Sports Supplies and Equipment Enhancement and Distribution Program) (DETAILS)Sports Competition (School Based-Intramurals, District Meet, EDDIS Meet, Provincial Athletic Meet, CLRAA, Palarong Pambansa, and other External & LGU/PSC Sponsored Sports Competition) (DETAILS)			



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C. Sports Club

C.1 Mandatory Sports

At least **three out of six mandatory sports**; however you may establish any preferred sports club.
Add rows if necessary.

1.
2.
3.
4.
5.
6.

C.2 Preferred Sports

Add rows if necessary.

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

Prepared by:

Sports Club Coordinator	
Signature	
Date	

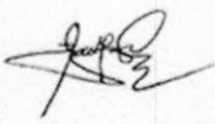
Certified by:

Principal/Officer-in-Charge	
Signature	
Date	



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Verified by:

Division Sports Officer	JAY-ARR C. TAYAO, DBA, EdD
Signature	
Date	

This form is not valid if not signed.

Required Attached Document: Accomplished Form SSC.2 School Sports Club Attachment Form



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FORM SSC.2: School Sports Club Attachment Form

INSTRUCTIONS: Input the necessary details. Indicate N/A if not applicable.

DO NOT ABBREVIATE.

I. SPORTS CLUB INFORMATION

Create a copy of this page if four or more sports clubs are being offered. Add rows and columns if necessary.

Sport's Club Name:		
Established Date:		
Sports Club Facilitator/s:		
Sports Club Member/s:		
	Members' Name	Grade Level
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Sport's Club Name:		
Established Date:		
Sports Club Facilitator/s:		
Sports Club Member/s:		
	Members' Name	Grade Level
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Sport's Club Name:		
Established Date:		
Sports Club Facilitator/s:		
Sports Club Member/s:		
	Members' Name	Grade Level
1.		
2.		
3.		
4.		
5.		
6.		



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7.		
8.		
9.		
10.		

II. PROGRAMMING

Put the preferred time schedule. Add rows and columns if necessary.

Time	Sports Club	Mon	Tues	Wed	Thurs	Fri	Sat
Example							
3:00PM-4:00PM	Arnis Sports Club		/				
4:00PM-5:00PM	Chess Sports Club			/			
5:00PM-6:00PM	Sepaktakraw Sports Club					/	

Put the preferred time schedule. Add rows and columns if necessary.

Time	Varsity Club	Mon	Tues	Wed	Thurs	Fri	Sat

III. LIST OF AVAILABLE SPORTS EQUIPMENT AND SPORTS FACILITIES

Tick the box if standard sports equipment and facilities are available and ready to use. Put remarks and add rows if necessary.

	Learning Facilities	Remarks
<input type="checkbox"/>	Track and field oval	
<input type="checkbox"/>	Gymnasium / covered court	
<input type="checkbox"/>	Basketball court	
<input type="checkbox"/>	Volleyball court	
<input type="checkbox"/>	Swimming pool	
<input type="checkbox"/>	Football/ softball/ baseball field	
<input type="checkbox"/>	Spacious playing area	
<input type="checkbox"/>	Others: _____ _____ _____	
	Sports Equipment	Remarks
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		



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<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

IV. SPORTS ACTIVITIES, PROGRAMS AND/OR PROJECTS

Give at least (3) three recent activities, programs, projects or any other initiatives implemented related to sports.
Add rows if necessary.

Activities/Programs/Projects	Date of Implementation
1.	
2.	
3.	

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

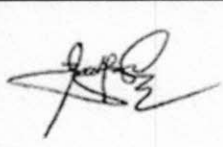
Prepared by:

Sports Club Coordinator	
Signature	
Date	

Certified by:

Principal/Officer-in-Charge	
Signature	
Date	

Verified by:

Division Sports Officer	JAY-ARR C. TAYAO, DBA, EdD
Signature	
Date	

This form is not valid if not signed.



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SAMPLE MEMBERHIP CERTIFICATE

REGION III
SCHOOLS DIVISION OF BULACAN
Schools Governance and Operations Division
School Sports Development Program
PRENZA NATIONAL SCHOOL
MARILAO, BULACAN

This is to certify that

PATRICIA A. BALTAZAR

is an active member of the School Sports Club (BASKETBALL-SEC-GIRLS)
since August, S.Y. 2024-2025.

NAME OF SPORTS COORDINATOR/ADVISER & SIGNATURE

Sports Coordinator

NAME OF SCHOOL HEAD/SIGNATURE

Principal I