



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

November 13, 2023

**DIVISIONAL MEMORANDUM**

No. **328** s. 2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Elementary and Secondary School Heads  
This Division

**SCHOOL SPORTS CLUBBING REGISTRATION AND UPDATES  
FOR SCHOOL YEAR 2023-2024**

1. In line with the recently conducted Capacity Training for MAPEH Teachers On Sports Coaching and School Sports Clubbing held on October 16-17, 2023, at Be Palace Hotel, this Office encourages all School Heads to submit updated School Sports Club registration and implementation for School Year 2023-2024.
2. The updating of the sports club documents aims to:
  - a) Align with the requirements for the Sports Screening and Accreditation of delegates for City Meets, Regional Meets, and the Palarong Pambansa
  - b) Enable all schools to implement a focused sports development program about the mandatory sports events of the DepEd School Sports Division Sports Development Program.
  - c) Gather MOVs of the school sports development program implementation in schools.
3. The submission of the School Sports Club updates and Registration (forms 1 and 2) to the Division shall not be later than November 15, 2023. For details, contact Mr. Johnnel A. Guangco at 0995 624 5000. Enclosed are the registration forms 1 and 2.
4. Immediate and wide dissemination of this memorandum is hereby enjoined.

**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

PP **SUSAN EPIFANIA B. CARPIO**  
Chief Supervisor, SGOD  
OIC, Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: deped1miz@gmail.com





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Encl.: As Stated

References: DepEd Memorandum 005, s. 2023 re: Conduct of the Palarong Pambansa

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

**ATHLETICS                      SCHOOL                      SPORTS                      PROGRAMS**

SGOD/DM School Sports Clubbing Registration and Updates for School Year 2023-2024  
\_\_\_\_/November 13, 2023



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Email Address: [deped1miz@gmail.com](mailto:deped1miz@gmail.com)





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Enclosure 1 to Divisional Memorandum No. \_\_\_\_\_, s. 2023

**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      |  |               |  |
|                        |  |               |  |



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| C. Sports Club   |  |
|--|--|
| <b>C.1 Mandatory Sports</b>  |  |
| <i>At least three out of six mandatory sports; however, you may establish any preferred sports club.</i> |  |
| <i>Add rows if necessary.</i>  |  |
| 1.   |  |
| 2.   |  |
| 3.   |  |
| 4.   |  |
| 5.   |  |
| 6.   |  |

|                               |     |
|-------------------------------|-----|
| <b>C.2 Preferred Sports</b>   |     |
| <i>Add rows if necessary.</i> |     |
| 1.                            | 7.  |
| 2.                            | 8.  |
| 3.                            | 9.  |
| 4.                            | 10. |
| 5.                            | 11. |
| 6.                            | 12. |

**Declaration:**

I hereby declare that the information provided in this application is true and correct, and there have been no misleading statements, omission of any relevant facts, or misinterpretation.

Prepared by:

|                                |  |
|--------------------------------|--|
| <b>Sports Club Coordinator</b> |  |
| <b>Signature</b>               |  |
| <b>Date</b>                    |  |

Certified by:

|                                    |  |
|------------------------------------|--|
| <b>Principal/Officer-in-Charge</b> |  |
| <b>Signature</b>                   |  |
| <b>Date</b>                        |  |

Verified by:

|                                |  |
|--------------------------------|--|
| <b>Division Sports Officer</b> |  |
| <b>Signature</b>               |  |
| <b>Date</b>                    |  |

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.*

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

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

|                                   |                    |
|-----------------------------------|--------------------|
| <b>Sport's Club Name:</b>         |                    |
| <b>Established Date:</b>          |                    |
| <b>Sports Club Facilitator/s:</b> |                    |
| <b>Sports Club Member/s:</b>      |                    |
| <b>Members' Name</b>              | <b>Grade Level</b> |
| 1.                                |                    |
| 2.                                |                    |
| 3.                                |                    |



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|     |  |
|-----|--|
| 4.  |  |
| 5.  |  |
| 6.  |  |
| 7.  |  |
| 8.  |  |
| 9.  |  |
| 10. |  |

**II. PROGRAMMING**

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

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

*Put the preferred 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: _____<br>_____<br>_____    |         |
| Sports Equipment         |                                    | Remarks |
| <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"/> |  |  |
| <input type="checkbox"/> |  |  |
| <input type="checkbox"/> |  |  |
| <input type="checkbox"/> |  |  |

**IV. SPORTS ACTIVITIES, PROGRAMS, AND 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 that the information provided in this application is true and correct, and there have been no misleading statements, omission of any relevant facts, or misinterpretation.

Prepared by:

|                                |  |
|--------------------------------|--|
| <b>Sports Club Coordinator</b> |  |
| <b>Signature</b>               |  |
| <b>Date</b>                    |  |

Certified by:

|                                    |  |
|------------------------------------|--|
| <b>Principal/Officer-in-Charge</b> |  |
| <b>Signature</b>                   |  |
| <b>Date</b>                        |  |

Verified by:

|                                |  |
|--------------------------------|--|
| <b>Division Sports Officer</b> |  |
| <b>Signature</b>               |  |
| <b>Date</b>                    |  |



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