



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2022-117

To : Curriculum Implementation Division  
Education Program Supervisor Concerned (MAPEH)  
Public School District Supervisor (Secondary Schools)  
School Head of Digos City National High School  
Teachers

Subject : Selection Committee Members for the Selection and Prioritizations of Supplies and Equipment Enhancement and Distribution Program (SSEEDP)

Date : November 10, 2022

In reference to Regional Memorandum ESSD-2022-239, dated November 3, 2022, re: Sports Supplies and Equipment Enhancement Distribution Program, this Office directs the following teachers and personnel to compose the Selection Committee for the Selection and Prioritizations of recipients schools for the implementation of Sports Supplies and Equipment Enhancement Distribution Program, to wit:

Name	School/Office	Role
Angel V. Bisaga, Jr	SDO	Committee Head
Rehuel Fabillar	DiCNHS	Selection Committee Member
Florencio Butaslac, Jr.	DiCNHS	Selection Committee Member

The selection committee is assigned:

- a. for the selection and prioritization of deserving public elementary and secondary schools of the program support;
- b. to identify a minimum of 3 elementary and 2 secondary recipient-schools for City Division while a minimum of 4 elementary and 3 secondary recipient-schools for Province Division which are qualified to the given criteria;



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

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**Office of the Schools Division Superintendent**

- c. to, in addition to the criteria set for qualified recipients, give priority to schools offering at least 3 out of six Mandatory sports (Arnis, Athletics, Dancesport, Sepaktakraw, and Swimming) and at the same time, offering other sports preferred by their schools;and
- d. to determine additional criteria for the selection of recipient schools if necessary.

Moreover, the Division, through the Selection Committee will:

- a. submit list the qualified recipient schools to the Central Office through Regional Sports Officers;
- b. ensure that the Schools Division office sports program is aligned with their Regional Sports Development Program;
- c. provide technical assistance to schools in the implementation of SSEEDP Program and other sports program;
- d. submit the consolidated utilization and implementation reports to the Central Office through email at [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph) duly signed by the Schools Division Superintendents and must copy furnish the Regional Office (Regional Sports Officers), a month after the implementation with a subject SSEEDP Report (space)<Region>(space)<SDO Name>. For example, SSEEDP Report NCR SDO PASAY.

In dispensing the duties and functions of the Selection Committee, it is expected that the policy on "No Disruption of Classes" as per order No. 9 s 2005 shall strictly be observed. School heads are expected to make necessary arrangements ensuring that classes handled by involved teachers will be taken cared of by other teachers.



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Travel expenses of the selection committee in accomplishing their task shall be charged to the downloaded funds, all subject to the usual government accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
**RECORDS SECTION**

**RELEASED**

DATE: NOV 11 2022 TIME: 4:50 PM

BY:

Enclosed: As stated.

CID/avb



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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Records

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**

ESSD-2022-239

DepEd Schools Division Office - Digos  
RECORDS SECTION

RECEIVED 93476  
07 NOV 2022 TIME 3:06  
BY: A

To : Schools Division Superintendents  
Division Sports Officers  
Concerned School Heads  
All Others Concerned

Subject: SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT  
AND DISTRIBUTION PROGRAM (SSEEDP)

Date : November 3, 2022

Attached is a copy of a Memorandum from Atty. Revsee A. Escobedo, Undersecretary for Governance and Field Operations, informing this Region of the Implementation of the **2022 Sports Supplies and Equipment Enhancement and Distribution Program (SSEEDP)**.

As a general policy of the Department to provide learning resources/materials (devices, tools, equipment), the SSEEDP is a continuing program of the Comprehensive School Sports Program (CSSP), particularly the **establishment and organization of sports club** in the public school system.

The program aims to provide school learners access to standard sports supplies, materials, and equipment as they participate in sports club activities and/or Physical Education (PE) classes. Likewise, it aims to promote, encourage, and intensify learners' participation knowing that sports essentials are ready and accessible.

Attached are the implementing guidelines of SSEEDP, summary of financial assistance to the division and regional offices; and the list of recommended sports supplies, materials and equipment to be procured.

In view thereof, all SDOs are required to follow the implementing guidelines and to observed the schedule of implementation. It is important to mention that the corresponding SARO will be downloaded to all SDOs, and that the Delivery/Distribution of the Procured Sports Supplies, Materials, and Equipment to the Recipient Schools shall be done within the month of December 2022.

Please be advised accordingly.

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION  
**RELEASED**

**ALLAN G. FARNAZO**  
Director IV

By the Authority of the Regional Director:

Enclosed: As Stated.  
ROE2/ajm

By: 9323 Nov. 7, 2022

Date: Nov. 7, 2022

Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

**ROY T. ENRIQUEZ**  
Chief Administrative Officer  
Officer-in-Charge



ISO 9001



Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY  
 GOVERNANCE AND FIELD OPERATIONS

U-9323  
 24 OCT 2022  
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OUGFO No. 2022-03-\_\_\_\_  
**MEMORANDUM**

TO : **REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 REGIONAL AND DIVISION SPORTS OFFICERS  
 ALL OTHERS CONCERNED**

FROM : *Revsee A. Escobedo*  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary*  
 Governance and Field Operations

SUBJECT : **Sports Supplies and Equipment Enhancement and Distribution Program**

DATE : 18 October 2022

In support to the Department of Education's (DepEd) thrust of promoting the holistic development of its learners by engaging them in various physical and sports activities through the sports clubs, this Office, through the Bureau of Learner Support Services-School Sports Division (BLSS-SSD), shall implement the **Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program** this year.

As a general policy of the Department to provide learning resources/materials (devices, tools, equipment), the SSEEDP is a continuing program of the Comprehensive School Sports Program (CSSP), particularly the establishment and organization of sports club in the public school system.

The Program aims to provide public school learners access to standard sports supplies, materials, and equipment as they participate in sports club activities and/or Physical Education (PE) classes. Likewise, it aims to promote, encourage, and intensify learners' participation knowing that sports essentials are ready and accessible.

Enclosed herewith for easy reference are the implementing guidelines of the SSEED Program; summary of financial assistance to the division and regional offices; and the list of recommended sports supplies, materials, and equipment.

## IMPLEMENTING GUIDELINES

### **PROJECT TITLE:**

**SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT DISTRIBUTION  
(SSEED) PROGRAM AT THE SCHOOLS DIVISION OFFICES (SDOS)  
FOR FISCAL YEAR 2022**

### **PROJECT DESCRIPTION / BACKGROUND:**

The Adoption of Basic Education Development Plan 2030 (BEDP 2030) also known as DepEd Order No. 24, s. 2022 highlighted Learners' Resiliency and Well-Being. It is one of the important pillars needed to prioritize seriously in course of implementing BEDP 2030. One of the strategies to achieving its intermediate outcome is to promote learner's physical and socio-emotional skills development. The developmental aspect of physical, socio-emotional, and mental health should be strengthened and enhanced for all individuals. Designing physical activities, competitions, and talent enhancement strategically and rationally in clubs/organizations as co-curricular and extra-curricular activities shall be done in the Department (p.158).

The Department of Education through Bureau of Learner Support Services – School Sports Division has developed already a Comprehensive School Sports Program (CSSP). It is a dynamic school sports program with strong objectives of strengthening sports at school levels. CSSP provides equal opportunity to all learners and teachers in promoting active lifestyle for fitness and long life. It also serves as an alternative avenue for the learners, teachers, coaches, and other stakeholders to be involved in sports and other recreational sports activities.

In this connection, Sports Supplies and Equipment Enhancement Distribution (SSEED) is a support program to CSSP and Sport Club Implementation in strengthening sports at school levels. It shall provide standard sports supplies, sports materials and sports equipment to every qualified recipient-school that will be used in their Sports Clubs and Physical Education (PE) classes. It will promote and intensify students' participation knowing sports essentials are ready and accessible.

### **SCOPE:**

The SSEED Program shall provide student-athletes access to standard sports supplies and equipment in relation to the implementation and sustainability of Sports Club program.



**PROPOSED SCHEDULE /TIMELINE OF ACTIVITIES:**

The implementation of the SSEED Program is on the last quarter of fiscal year (FY) 2022.

<b>Activity</b>	<b>Schedule</b>
Downloading of Financial Assistance	October, 2022
Creation of Division Selection Committee and Identification of Recipient-Schools	October, 2022
Identification and Procurement of Sports Supplies, Materials, and Equipment	October to November 2022
Delivery/Distribution of the Procured Sports Supplies, Materials, and Equipment to the Recipient-Schools	December 2022

**TARGET RECIPIENTS:**

The recipient schools shall be determined by Schools Division Office. The criteria for the qualified recipients are the following:

- a. has an existing Sports Club  
(submitted accomplished *sports club profile/ registration form*)
- b. with qualified personnel to handle the Sports Club;
- c. has available playing facilities such as covered court/multi-purpose hall, vacant space, open field for physical activities; and
- d. actively participating in any sports activities.

**SELECTION AND PRIORITIZATION OF RECIPIENT-SCHOOLS:**

- 1. The Schools Division Office shall constitute a committee on the selection and prioritization of deserving public elementary schools and public secondary schools of the program support.
- 2. The Committee shall be composed of a Committee Head (Division Sports Officer or duly designated coordinator/officer by the SDS) and two (2) members to be identified by the Committee Head.
- 3. The Committee shall identify a minimum of 3 elementary and 2 secondary recipient-schools for City Division while a minimum of 4 elementary and 3 secondary recipient-schools for Province Division which are qualified to the given criteria.
- 4. In addition to the criteria set for qualified recipients, the Committee shall give priority to schools offering at least 3 out of six Mandatory Sports

(Arnis, Athletics, Chess, Dancesport, Sepaktakraw, and Swimming) and at the same time, offering other sports preferred by their schools.

5. The Committee may determine additional criteria for the selection of recipient schools if necessary.

#### **ALLOCATION OF FUNDS:**

1. Each Schools Division Office (SDO) in the cities shall receive Five Hundred Fifty Thousand pesos (**P 550,000.00**) while each Schools Division Office shall receive Seven Hundred Ten Thousand pesos (**P 710,000.00**) in the provinces (*see Enclosure 1*).
2. Each Regional Office shall also receive Sixty Thousand pesos (**P 60,000.00**) and while each Division Office shall receive Twenty Thousand pesos (**P 20,000.00**) respectively, to defray transportation and other expenses as part of their function in ensuring the smooth implementation of the program.
3. The Sub-Allotment Release Order (Sub-ARO) shall be communicated directly through the Schools Division Offices.
4. After they received receipt of Sub-ARO, SDOs shall request from DBM-Regional Offices the corresponding cash requirements on Notice of Cash Allocation (NCA).
5. The list of sports supplies, materials, and equipment with minimum technical specifications per sport event eligible for procurement are recommended (*see Enclosure 2*).
6. In case some items in the given list are already available in their respective Sports Clubs, other needed sports items could be procured.

#### **ROLES AND RESPONSIBILITIES:**

1. The Central Office shall:
  - a. **formulate** guidelines on the implementation of the SSEED Program;
  - b. **facilitate** the downloading of financial assistance for the procurement of sports supplies and equipment; and
  - c. **conduct** the monitoring of procurement of sports supplies and materials/fund utilization of Schools Division Offices in coordination with the Regional Sports Officers and Division Sports Officers, as part of its mandated functions and responsibilities.



2. The Regional Office shall:
  - a. **ensure** that the Regional Sports Development Program is aligned with their Comprehensive Schools Sports Program;
  - b. **provide** technical assistance for School Division Offices in the implementation of sports programs;
  - c. **monitor** the conduct of SSEED Program; and
  - d. **submit** the analyzed results of the conducted monitoring and evaluation activity to the Central Office through email at [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph) duly signed by the Regional Director.
  
3. **The Schools Division Office** shall:
  - a. **submit** list the qualified recipient schools to the Central Office through Regional Sports Officers;
  - b. **ensure** that the Schools Division Office sports program is aligned with their Regional Sports Development Program;
  - c. **provide** technical assistance to schools in the implementation of SSEED Program and other sports program;
  - d. **submit** the consolidated utilization and implementation reports to the Central Office through email at [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph) duly signed by the Schools Division Superintendents and must copy furnish the Regional Office (Regional Sports Officers), a month after the implementation with a subject SSEEDP Report(space)<Region>(space)<SDO Name>. For example, SSEEDP Report NCR SDO PASAY.

Prepared by:

**BLSS - SCHOOL SPORTS DIVISION**

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