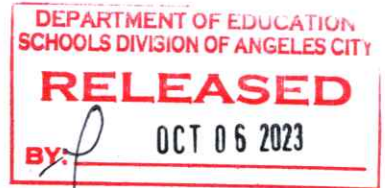




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



05 Oct 2023

DIVISION MEMORANDUM

No. 356, s. 2023

GUIDELINES ON THE ORGANIZATION OF SCHOOL SPORTS CLUBS

To : Assistant Schools Division Superintendent
OIC-Chief, CID and Chief, SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The 1987 Philippine Constitution, SECTION 19 paragraph (1) reiterates that the State shall promote physical education and encourage sports programs, league competitions, and amateur sports, including training for international competitions, to foster self-discipline, teamwork, and excellence for the development of a healthy and alert citizenry. Moreover, in paragraph (2) All educational institutions shall undertake regular sports activities throughout the country in cooperation with athletic clubs and other sectors.

2. Pursuant to DepEd Order No. 43, s. 2016, "Implementing Rules and Regulations of Republic Act No. 10588 or Palarong Pambansa Act of 2013" states that all education institutions are directed to promote physical activity and undertake regular sports activity in schools as well as support local meets and the *Palarong Pambansa*.

3. Moreover, DepEd Order No. 005, s. 2023 titled "Conduct of the 2023 Palarong Pambansa" reiterates the importance of conducting sports in the grass root level through sports club. The Schools Division of Angeles City, hereby sets the following Guidelines on the Organization of School Sports Clubs:

3.1 General Guidelines

3.1.1 The school shall conduct an inventory of available resources (physical, fiscal, and human) to assess the capacity and readiness of the school to implement the program. The school should also contextualize school designs in organizing sports clubs aligned to the school's SIP, OPCR,IPCR, and alignment with the SDO PPAs.





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- 3.2.2 Sports Club Coordinator – Assist the school head in: assessing the school’s capacity and readiness to implement the school sports club program;
- preparing the physical, human and fiscal resources that will support program implementation;
 - organizing the various sports clubs and seeking the involvement of the parents and other stakeholders; and
 - managing the sports club program which includes recreational sports.
- 3.2.3 Sports Coach/Trainer - Work closely with the sports club coordinator and facilitator in implementing the PE curriculum by synergizing or articulating the sports club training plans and activities to the PE curriculum content;
- Plan and implement an annual sports plan that will be responsive to the needs of club members for play, recreation, training, competition and recovery;
 - Assist club members in achieving physical literacy;
 - Promote character formation through sports by developing the club members’ moral and social responsibility as well as their sports potential;
 - Provide guidance to club members in their sports pathways and in achieving balance in their academic and sports participation;
 - Maintain inventory and secure equipment and supplies; Be a role model to club members;
 - Pursue professional growth through training and certification courses; and
 - Conduct training sessions for skill development.

3.3 School Level Competitions

- 3.3.1 In support to the Division thrust of promoting the holistic development of its learners through sports, all schools are encouraged to organize their respective school sports clubs, adopting mandatory sports and preferred sports based on the school’s context;
- 3.3.2 All organized school sports clubs must be duly recognized by their concerned Schools Division Office authority/ies;
- 3.3.3 Selection of athletes is through the conduct of school intramurals, try-outs, inter-sports club competitions or other modalities that can ensure selection of athletes.



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- 3.1.2 The school head shall designate key individuals (Coordinator, and coach/es/trainer/s) who shall be capacitated to implement the sports club. Each sports club must have constitution and by-laws containing fundamental operating principles that governs the club.
- 3.1.3 A letter of intent with attached program of activities, FORM SSC 1, and FORM SSC 2 should be submitted to the Schools Division Superintendent (SDS), attention to the Division Sports Officer prior to the conduct and organization of the school sports club.
- 3.1.4 Sports Coach/es/trainer/s must submit a
- 3.1.5 Participation in sports clubs and school sports activities should be voluntary in nature.
- 3.1.6 To promote inclusivity every student must have an equal opportunity to participate regardless of physical ability.
- 3.1.7 School intramurals shall be funded by the Special Education Fund (SEF), though submission of a project proposal submitted to the SDO.
- 3.1.8 The conduct of school sports program and activities should be in accordance to the provision of Child Protection Policy.
- 3.1.9 All activities shall be monitored and supervised together by the School head, Division Sports Officer, and the Division Athletics Manager to ensure safety and proper implementation.


3.2 School Sports Leadership

- 3.2.1 School Head – Assess the readiness and capacity of the school by referring to the Enhanced School Implementation Plan, Annual Implementation Plan, and the Plan, and the Office and Individual Performance Commitment Review Forms to validate entry points in the management of the school’s sports club program;
 - Ensure the efficient and effective implementation of the policies and guidelines regarding the school’s sports club program;
 - Organize and designate the faculty and personnel of the program;
 - Supervise the faculty and personnel concerned in program implementation; and
 - Establish partnership and linkages, both internally (e.g. school canteen, Parents-Teachers Association) and externally, to source funds that will augment the school’s budget allocation for the program.



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- 3.3.4 Qualifying standard for measurable sports are not applied at this level of competition. However, the winner take-all policy shall be applied for team sports; and
- 3.3.5 Schools are encouraged to participate in sports events in which they can compete and advance to the next level.
4. Enclosed are the School Sports Club Registration, and the School Sports Club Attachment Form.
5. Immediate and wide dissemination of and strict compliance to this Memorandum is highly enjoined.


RONALDO A. POZON, PhD, CESO V *aka*
Schools Division Superintendent

Encl.: As stated

Reference:

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

ATHLETICS
SPORTS

SCHOOL
CLUB

PYC/EPS-SGOD/October 5, 2023



Jesus St., Brgy. Pulungbulu, Angeles City 2009
 [\(045\) 901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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Enclosure No. 1 to Division Memorandum No. 356, 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			



Jesus St., Brgy. Pulungbulu, Angeles City 2009
[045\) 901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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SCHOOLS DIVISION OF ANGELES CITY

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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.





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Prepared by:

Sports Club Coach	
Signature	
Date	

Certified by:

School Head/Principal	
Signature	
Date	

Verified by:

Division Sports Officer	
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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Enclosure No. 2 to Division Memorandum No. 856 s.2023

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.	



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10.	
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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.	

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





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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"/>		
<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	
Signature	
Date	

