



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

28 July 2026

DIVISION MEMORANDUM

No. 294, s. 2026

**DOCUMENTARY REQUIREMENTS AND PROCEDURES FOR THE RECOGNITION
OF THE SCHOOL SPORTS CLUB IN ALL PUBLIC SCHOOLS**

TO: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All other concerned

1. In line with the Department of Education's commitment to strengthen grassroots sports development and institutionalize school sports club in all public schools, this division issues the documentary requirements and procedures for the recognition of the School Sports Club (SSC) in all public elementary and secondary schools in the Schools Division Office of Angeles City, as per DO No. 022, s. 2025.
2. The detailed documentary requirements and procedures for the recognition of school sports club in all public schools, is provided in Enclosure No. 1, of this Memorandum.
3. All Schools must submit the required documentary requirements for the recognition and effective implementation of the school sports club on or before August 21, 2026.
5. Wide dissemination of and strict compliance with the contents of this memorandum is highly enjoined.


ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division superintendent *wh*

Encl: As stated
Reference None: DO No. 22, s. 2025
To be indicated in the Perpetual Index
Under following subjects:

POLICY	PUPILS	CLUB
SCHOOL	SPORTS	

PYC/EPsSr-SGOD/July 28, 2026





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Enclosed No. 1 to Division Memorandum No. 294 s. 2026

Documentary Requirements and Procedures for the Recognition of School Sports Club in All Public Schools

I. Documentary Requirements

All schools shall ensure that the following documentary requirements are secured and submitted to the School Governance and Operations Division (SGOD) for review and processing of the letter of approval signed by the Schools Division Superintendent (SDS):

1. **Request Letter to Establish the School Sports Club** - formal request signed by the School Head addressed to the Schools Division Superintendent through the SGOD Education Program Supervisor in charge of sports, expressing the school's intent to establish and institutionalize a School Sports Club pursuant to DepEd Order No. 22, s. 2025. The letter shall certify the school's commitment to comply with all policies, guidelines, and documentary requirements prescribed by the Department of Education and the Schools Division Office.
2. **School Sports Club (SSC) Form 1** – duly accomplished SSC Form 1 containing the general profile of the School Sports Club. It shall include the school information, school ID, district, school classification, contact details, name of the School Head, designated School Sports Coordinator, School Sports Facilitators/Coaches, organizational structure, club vision and mission, objectives, identified sports offered, and other information required by the prescribed Division template.
3. **School Sports Club (SSC) Form 2** – duly accomplished SSC Form 2 containing the official registry of learner-members. The form shall indicate the learner's complete name, Learner Reference Number (LRN), grade level, section, sex, age, chosen sport, contact information, parent or guardian's name, and membership classification. The registry shall be certified correct by the School Sports Coordinator and approved by the School Head.
4. **Approved School Sports Club Action Plan** – a comprehensive annual action plan approved by the School Head outlining the programs, projects, and activities of the School Sports Club. The plan shall include the rationale, objectives, specific activities, implementation schedule, target participants, persons responsible, resource requirements, funding source, expected outputs, success indicators, monitoring and evaluation strategies, and alignment with the School Improvement Plan (SIP), Annual Implementation Plan (AIP), and Division Sports Program.
5. **Approved School Sports Training Program/s** – a detailed training program for each sport offered by the school, approved by the School Head. The training program shall specify the sport discipline, objectives, training schedule, venue, target participants, coaching staff, training methodology, physical



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conditioning activities, technical and tactical training sessions, athlete development strategies, safety measures, assessment methods, and expected learning outcomes. It shall also include provisions for injury prevention, hydration, nutrition, and athlete welfare.

6. **Designation of SSC Coordinator and School Sports Facilitator/s** – an official designation or Special Order issued by the School Head assigning qualified teaching or non-teaching personnel to serve as the School Sports Coordinator and School Sports Facilitators/Coaches. The designation shall clearly define their roles, responsibilities, accountability, and duration of assignment in accordance with DepEd policies and school organizational requirements.
7. **List of organized learner membership** – a master list of all officially enrolled learner-members of the School Sports Club, organized by grade level, section, age, sex, and sports discipline. The list shall indicate active membership status and shall serve as the official record of the school's organized sports club membership for monitoring, validation, and reporting purposes.
8. **Individual parental consent form** – duly signed consent form from the parent or legal guardian authorizing the learner's participation in School Sports Club activities, including training sessions, competitions, sports festivals, and other related activities. The consent form shall include emergency contact information, relevant medical conditions or allergies, acknowledgment of risks associated with sports participation, and the parent's agreement to comply with school and DepEd safety policies, including the Child Protection Policy.
9. **List of identified sports facilities and equipment** – school inventory of all sports facilities, playing venues, and equipment available for the implementation of the School Sports Club. The inventory shall indicate the name of each facility or equipment, quantity, current condition (serviceable or unserviceable), location, intended sport, frequency of use, and person responsible for its maintenance. It shall also identify facilities or equipment requiring repair, replacement, or procurement and serve as the basis for resource planning, budgeting, and ensuring the safety and adequacy of sports resources. Supporting photographs and an updated inventory report may be attached as supporting documents.

II. SDO Recognition Procedures

The recognition of School Sports Clubs (SSCs) shall follow a systematic procedures to ensure that all applicant schools comply with the prescribed standards established by the Schools Division Office (SDO).

1. Submission of Complete Documentary Requirements by the School

The School Head shall submit a formal application for recognition and accreditation to the Schools Division Office together with all required documentary requirements in two (2) copies at the records office. All documents shall be duly





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accomplished, signed by the appropriate authorities, and submitted within the prescribed timeline.

2. Review of Submitted Documents

Upon receipt of the application, the School Governance Council specifically the Division Sports Officer and the Technical Assistant I in Sports shall conduct a preliminary review and evaluation to determine the completeness and accuracy of the submitted documents. Schools shall be notified of any lacking, inaccurate, or inconsistent documents and shall be given a prescribed period to complete or correct the deficiencies before further processing.

The review and evaluation of technical documents shall cover, but shall not be limited to, the following:

- ___ Request Letter to Establish the School Sports Club
- ___ Submitted complete SSC Forms Form 1
- ___ Submitted complete SSC Forms Form 2
- ___ Approved School Action Plan
- ___ Approved School Sports Training Program/s
- ___ Designation of SSC Coordinator and School Sports Facilitator/s
- ___ List of organized learner membership
- ___ Individual parental consent form
- ___ List of identified sports facilities and equipment

- ___ Compliance with applicable DepEd policies and Division guidelines.

Only schools that satisfy the above mentioned compliance standards shall qualify for SDO Recognition.

3. School Sports Club Validation Process

Schools with complete documentary requirements shall undergo validation by the Division Sports Officer and Technical Assistant I, which includes interviews with the School Head, School Sports Club Coordinator, and Facilitators, and on-site inspection of facilities, equipment, records, and actual club operations, whenever necessary. The Committee shall verify that the information contained in the submitted documents accurately reflects the implementation of the School Sports Club.

4. Recommendation for Approval

After completing the assessment, the Division Validation Committee shall prepare a Validation Report indicating the school's compliance status and corresponding recommendations. The Committee may recommend one of the following actions:

- a. Approval for Recognition
- b. Deferred or disapproved application due to substantial deficiencies or non-compliance.

The recommendation shall be submitted to the Schools Division Superintendent or the duly authorized approving authority for final action.



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5. Issuance of the Certificate of Recognition

Schools that receive final approval shall be issued an official Certificate of Recognition by the Schools Division Office. The certificate shall serve as proof that the School Sports Club has met the prescribed standards and is officially authorized to operate as a recognized School Sports Club within the Schools Division. The certificate shall indicate the validity period of the accreditation and any applicable conditions for its renewal.

6. Inclusion in the Official Division Recognized School Sports Clubs

Upon issuance of the Certificate of Recognition, the School Sports Club shall be registered into the Official Division Recognized School Sports Clubs. The registry shall be maintained by the Division Sports Office and shall contain updated information on all accredited School Sports Clubs, including their accreditation status, validity period, sports programs offered, and compliance history.

Only clubs included in the official registry shall be entitled to participate in Division-organized School Sports Club programs, capacity-building activities, and other privileges activities to be conducted by the Schools Division Office.

7. Annual updating of school sports club membership

To ensure the accuracy of membership records and the continued eligibility of learner-members, all recognized School Sports Clubs shall conduct an annual updating of their membership at the beginning of each school year.

The annual updating of membership aims to:

1. Maintain an accurate and updated registry of learner-members.
2. Verify the enrollment status and eligibility of all members.
3. Encourage the recruitment of new learner-members and sustain learner participation in sports.
4. Facilitate planning for sports programs, training activities, and competitions.
5. Ensure that Division records accurately reflect the current membership of each recognized School Sports Club.

8. Resource Mobilization and Partnerships

In line with the no collection policy schools may conduct resource mobilization and partnership undertakings to cover the budget needed to for the conduct of the school sports club activities. Schools may engage with the following:

- a. Local Government Units (LGUs)
- b. Barangay Local Government Units (BLGUs)
- c. Parent-Teacher Associations (PTAs)
- d. Alumni Associations
- e. Private Sector Partners
- f. Non-Government Organizations (NGOs)
- g. Community Organizations



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Resource mobilization activities shall strictly comply with existing DepEd policies, guidelines, and procedures on partnerships, donations, and other activities to ensure transparency, accountability, and proper utilization of resources in support of school sports club programs.

