



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 16, 2025

REGIONAL MEMORANDUM

No. 368, s. 2025

To: Schools Division Superintendents
Division Sports Officers
All Others Concerned

**IMPLEMENTING GUIDELINES ON THE UTILIZATION OF PROGRAM
SUPPORT FUND (PSF) FOR THE PHYSICAL FITNESS AND SCHOOL
SPORTS PROGRAM (PFSS)**

1. Pursuant to the attached Memorandum OM-OUOPS-2025-09-01832 dated March 3, 2025 from MALCOLM S. GARMA, Assistant Secretary for Operations, Officer-In-Charge, Office of the Undersecretary for Operations, for information and guidance of all concerned.
2. The implementing guidelines shall cover the cascading of the activities related to Schools Sports Club and distribution of SSEEDP program. The SSEED program aims to provide every public school-learner access to standard sports supplies, materials, and equipment primarily for their school sports clubs' activities and other related physical activities.
3. Attention is particularly invited to paragraphs II. Funding Requirements and III. Utilization of Funds, which requires specific compliance.
4. In this connection, the Schools Divisions through the Division Sports Officers are requested to register the recipient school of the SSEED program by accomplishing and uploading the Form SSC. 1 and Form SSC. 2 through this link <https://bit.ly//SSCRegistration2025> on or before **April 30, 2025**. The recipient school shall identify, prepare and submit to the Schools Division Office the list of sports supplies, materials and equipment based on the needs in the implementation of their sports club. Please see attached Recommended List of Sports Supplies, Materials and Equipment with Technical Specifications. The school must submit the list of received or purchased sports supplies and equipment to the SDO including the utilization and implementation reports duly signed by the authorized signatories not more than ten (10) calendar days after receipt/purchased of the sports supplies, materials and equipment.



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5. Attached are List of Allocation for SSEED Program FY 2025, Form SSC. 1: Schools Sports Club Registration Form, and Form SSC. 2: School Sports Club Attachment Form, for reference.
6. Additionally, the Division Sports Officers are responsible for the tasks enumerated in the Roles and Responsibilities embodied in the attached Memorandum.
7. For strict compliance and immediate dissemination.

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.:

As stated

/essd/joan/



Republic of the Philippines
Department of Education
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LIST OF ALLOCATION FOR SSED PROGRAM FY 2025

DIVISION	NUMBER SCHOOL RECIPIENTS
CALOOCAN	10
LAS PINAS	5
MAKATI	5
MALABON	5
MANDALUYONG	5
MANILA	10
MARIKINA	5
MUNTINLUPA	5
NAVOTAS	5
PARANAQUE	5
PASAY	5
PASIG	5
QUEZON CITY	13
SAN JUAN	4
TAGUIG-PATEROS	5
VALENZUELA	5
TOTAL	97



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

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			

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.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

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	

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



Republic of the Philippines
Department of Education
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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.	
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
☐	Track and field oval	
☐	Gymnasium / covered court	
☐	Basketball court	
☐	Volleyball court	
☐	Swimming pool	
☐	Football/ softball/ baseball field	
☐	Spacious playing area	
☐	Others: _____ _____	
Sports Equipment		Remarks
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

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	



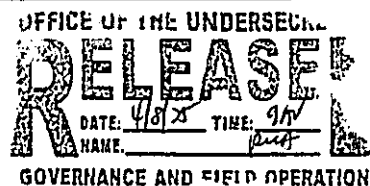
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Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

APPROVED BY CLERK

MEMORANDUM

OM-OUOPS-2025-01-01832



TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

MALCOLM S. GARMA

Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

FROM

MALCOLM S. GARMA
Assistant Secretary for Operations
Officer-In-Charge, Office of the Undersecretary for Operations

SUBJECT : IMPLEMENTING GUIDELINES ON THE UTILIZATION OF
PROGRAM SUPPORT FUND (PSF) FOR THE PHYSICAL FITNESS
AND SCHOOL SPORTS PROGRAM (PFSS)

DATE : March 03, 2025

I. Rationale

The Department of Education's (DepEd) mission to cultivate and nurture learner growth toward holistic development, the Bureau of Learner Support Services-School Sports Division (BLSS-SSD) is committed to advancing this agenda through the promotion of sports and physical activities. The BLSS-SSD recognizes that active participation in physical activities is directly linked to the comprehensive and holistic development of learners.

In addition, BLSS-SSD responds to the need to expand opportunities for participation in physical activity that contributes to the promotion of the physical development of learners consistent with the 5-Point Reform Agenda of Secretary Angara particularly agenda item 2: *Learners' physical and mental well-being protected and the Basic Education and Development Program (BEDP) 2030 under Pillar 4 on Learner's Resiliency and Well-being by promoting learners' physical and socio-emotional skills development.*

In line with this commitment, the Department aims to institutionalize the establishment of the School Sports Clubs which will serve as a platform to encourage physical fitness, health, and active engagement among learners. To accomplish this objective, the Schools Sports Division (SSD) shall conduct capacity-building initiatives such as Orientation-Workshop on the Institutionalization of School Sports Club in Public School and Training of Trainers on the teaching of Sports specific skills.

In support to the program, SSD shall provide School Supplies, Materials, and Equipment. The SSEED program aims to provide every public school-learner

access to standard sports supplies, materials, and equipment primarily for their school sports clubs' activities and other related physical activities.

This implementing guidelines shall cover the cascading of the activities related to School Sports Club and distribution of SSEED program. It aims to provide guidance on the proper utilization of Program Support Fund (PSF) to ensure the effective planning, execution, and sustainability of training sessions, workshops, and other activities designed to enhance the capabilities of individuals involved in School Sports Club.

II. Funding Requirements

The funds required for the implementation of this policy shall be sourced from the **Physical Fitness and School Sports Program (PFSS)** fund under the **Maintenance and Other Operating Expenses (MOOE)** class. A total amount of **One Hundred Forty-Two Million Nine Hundred Forty-Nine Thousand Pesos (Php 142,949,000)** is directly released to the regions in accordance with Republic Act No. 12116, the FY 2025 General Appropriations Act (GAA), and National Budget Circular No. 595, dated January 20, 2025.

These funds are allocated specifically for conducting capacity-building activities (*see Annex A for detailed guidelines*) and for the procurement of sports supplies, materials, and equipment for School Sports Clubs (*see Annex B for detailed guidelines*). For a comprehensive breakdown of the fund allocations, please refer to *Annex C*.

III. Utilization of Funds

The utilization of these funds shall comply with existing budgeting, accounting, auditing, and procurement rules and regulations.

The PFSS funds allocated herein shall be valid for obligation and disbursement until December 31, 2026.

IV. Use of Balances

Any excess, unutilized, or unexpended PFSS funds, may be utilized to other BLSS-SSD programs, projects, and activities, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

V. Monitoring and Evaluation

The Bureau of Learner Support Services-School Sports Division (BLSS-SSD), shall monitor the conduct of the Regional Capacity building activities and SSEEDP as well as provide technical assistance as part of its mandated functions and responsibilities.

The Regional Office through Education Support Services Division (ESSD) shall submit utilization and implementation reports (*refer to Annex D for the reporting and monitoring tool*), fifteen (15) working days after the implementation of activities to the BLSS-SSD through email at blss.ssd@deped.gov.ph.



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ANNEX A

IMPLEMENTING GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUND (PSF) FOR THE CONDUCT OF CAPACITY BUILDING ACTIVITIES

I. PROCEDURES AND OPERATIONS

Resource Speaker/Lecturer shall come from a pool of participants of National training conducted.

1. Regional Orientation-Workshop on the Institutionalization of School Sports Club

Participants are the School Governance and Operations Division (SGOD) Chief/SGOD Supervisor and Public School District Supervisor (PSDS) together with the newly hired Technical Assistant I for Province Division focal person for School Sports or in the absence of the latter an authorized representative.

2. Sports Specific Capacity-Building Activity

Participants must possess the appropriate skills, knowledge, and experience relevant to the sports they will be overseeing. These includes:

- a. **Technical Proficiency:** Participants should demonstrate a thorough understanding of the rules, techniques, and strategies specific to the sport they are assigned to manage. This includes the ability to effectively coach and train.
- b. **Experience:** Participants are expected to have a sports-related track record (i.e. athlete, coach, officiating official, tournament manager, former varsity member) or have a minimum of 40 hours of sports-related training
- c. **Knowledge on Organization and Management:** Participants should be familiar with the fundamentals of organization and management concepts. This knowledge is crucial for ensuring the smooth execution of sports activities and for fostering a positive and productive environment.
- d. **Commitment to Development:** Participants should be committed to the ongoing development of their skills and knowledge, staying current with best practices and advancements in their respective sports.

In relation to the above mentioned qualification, it is however recommended to take in consideration the following in selecting the participants.

- The expected participants to this activity are the School Sports Club Facilitators (SCF) assigned to handle sports-specific clubs for both elementary and secondary levels.
- Each Schools Division Office (SDO) shall have an allotment of 24 participants (4 SCF x 6 Sports).

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- The order of prioritization for the training of SCF are based on the following offering the six (6) sports-specific clubs:
 - SSEED Program beneficiaries of the previous years from FY 2022 up to the present.
 - school with two or more existing sports club and not yet recipient of SSEED Program.
 - mega and large Elementary Schools
 - medium and small Elementary Schools
 - mega and large Secondary Schools
 - medium and small Secondary Schools

II. ROLES AND RESPONSIBILITIES

The Central Office through Bureau of Learner Support Services - School Sport Division (BLSS-SSD), shall conduct the National training of trainers, and provide Program Support Fund (PSF) to ensure the sustainability of cascading capacity-building activities.

The Regional Office, through the Education Support Services Division (ESSD), shall spearhead the implementation of the cascading of Orientation-workshop and capacity building activities through the issuance of Regional memorandum. The newly hired Technical Assistant I, shall provide assistance to the Chief of ESSD in the conduct of the activities.

The School Division Office (SDO), through the School Governance and Operations Division (SGOD), shall recommend the list of School participants to the Regional Office.

III. ELIGIBLE EXPENSES

1. Board and lodging of participants, TWGs, Resource Speakers, and DepEd Guests;
2. Supplies and materials at standard cost, which may include the purchase of paper materials, writing tools, sports supplies and equipment, promotional shirts and other training supplies as may be required;
3. Other incidental expenses that are not included in the budget estimate but are necessary in the conduct of the said activity shall be charged to the contingency fund;
4. Other expenses in support of the aforementioned activities are deemed eligible provided these are classified under MOOE.

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Effectivity	03.23.23	Page	2 of 2

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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

ANNEX B

**GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUND (PSF) FOR
THE PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT
FOR SCHOOL SPORTS CLUB UNDER SSEEDP**

I. RATIONALE

The School Sports Supplies Materials and Equipment Enhancement Distribution Program (SSEEDP) of the Bureau of Learners Support Services - School Sports Division (BLSS-SSD) for the procurement of Sports Supplies and Equipment for the implementation of School Sports Club.

Pursuant to the Philippine Development Plan 2023-2028 and DepEd Order o. 24, s. 2022 titled, *Adoption of the Basic Education Development Plan 2023*, DepEd recognizes intrinsic value in the developmental aspect of physical, socio-emotional, and mental health, and the need for these aspects of life to be strengthened and enhanced for all individuals. These can be done through intelligently designed physical activities, competitions, and talent enhancement in clubs/organizations as co- and extracurricular activities.

Since it is the school administration that is charged with the responsibility of ensuring the availability of sports supplies, materials, and equipment, the Regional Office (RO), School Division Office (SDO), and School-Recipients shall receive Program Support Fund for Fiscal Year (FY) 2025 through the issuance of Special Allotment Release Order (SARO).

The SSEED program aims to provide every public school-learners access to standard sports supplies, materials, and equipment primarily for their school sports clubs' activities and other related physical activities.

II. ROLES AND RESPONSIBILITIES:

1. The Central Office shall:

- a. **formulate** guidelines on the implementation of the SSEED Program;
- b. **provide** the list of registered schools in accordance to item III;
- c. **comply** with the requirements necessary to process the release of funds to the respective Regional Offices for the procurement of sports supplies, materials, and equipment; and
- d. **monitor** the procurement of sports supplies, materials, and equipment, as well as the utilization of funds by Schools Division Offices (SDOs), in coordination with the Regional Office (RO), as part of their mandated functions and responsibilities.

2. The Regional Office shall:



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- a. **validate** the list of registered schools provided by the Central Office based on the requirements stated in *Item III* with the assistance of the School Division Office (SDO) concerned.
- b. **determine** the list of schools per SDO. The following are the order of prioritization based on schools with two or more existing sports offering:
 - i. mega and large Elementary Schools;
 - ii. medium and small Elementary Schools;
 - iii. mega and large Secondary Schools; *and*
 - iv. medium and small Secondary Schools.

The number of recipient-schools shall be based on the approved regional allocation provided by the Central Office.

- c. **submit** the final list of recipient-schools to the Central Office, copy furnish the SDO concerned.
- d. **provide** technical assistance and conduct monitoring to School Division Offices and schools in the implementation of SSEED program; and
- e. **submit** the consolidated utilization and implementation reports to the Central Office through email address blss.ssd@deped.gov.ph, duly signed by the Regional Sports Officer and Regional Director, not more than one (1) month after receipt of the said sports supplies, materials, and equipment by the schools. **Failure to submit the said reports after the deadline set will affect the regional allocation in the succeeding years.**

3. The **School Division Office** shall:

- a. **extend** the necessary assistance to the Region in validation of the list of schools based on the criteria stated in *Item III* and the above provision in 2.b.
- b. **inform** the recipient-schools to submit the list of sports supplies, materials, and equipment, and other necessary documents.
- c. **consolidate** the list of sports supplies, materials, and equipment submitted by the recipient-schools.
- d. **prepare** Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), and other documentary requirements for the procurement of sports supplies, materials, and equipment based on the submitted list of non-implementing unit (non-IU) schools.
- e. **facilitate** the processing of funds to the implementing unit (IU) schools for the procurement of validated and approved sports supplies, materials, and equipment.
- f. **provide** technical assistance and conduct monitoring to the recipient-schools in the implementation of SSEED program; and
- g. **submit** the Division Consolidated Utilization and Implementation Reports to the Regional Office, duly signed by the School Governance and Operations Division Chief and Schools Division Superintendent, not more than twenty (20) calendar days after receipt of the said sports supplies, materials, and equipment by the schools.

4. The **School** shall:

- a. **identify, prepare and submit** to the Schools Division Office the list of sports supplies, materials, and equipment based on the needs in the implementation of their sports club.

- b. **For the implementing unit (IU) schools**, additional documentary requirements such as WFP, PPMP, and other documents that may be required by the SDO must also be submitted.
- c. **submit** the list of received or purchased sports supplies and equipment to the Schools Division Office including the utilization and implementation reports to the Schools Division Office, duly signed by the School Sports Club Coordinator, and School Head, not more than ten (10) calendar days after receipt/purchased of the said sports supplies, materials, and equipment.

III. REQUIREMENTS OF A RECIPIENT SCHOOL

The recipient schools were identified based on the following requirements:

- a. registered School Sports Club/s through the link <https://bit.ly/SSCRegistration2025>
- b. accomplished and submitted SSEEDP Form 1 and Form 2 signed by the School Head;
- c. with existing SSC Implementers as per the following qualifications;
- d. has available playing facilities such as covered court/multi-purpose hall, vacant space, open field for physical activities; *and*
- e. Schools that were previous beneficiaries of the SSEED Program are ineligible.

IV. REQUIREMENTS FOR A SCHOOL SPORTS CLUB (SSC) COORDINATOR AND FACILITATOR

1. For SSC Coordinator, they:

- a. Shall preferably be a DepEd personnel
- b. Shall preferably have a sports-related experience (i.e., former athlete, coach, officiating official, tournament manager, etc.) or have a minimum of 40 hours of sports-related training; *and*
- c. Have knowledge in managing school clubs and other organizations

2. For SSC Facilitators, they:

- a. Shall preferably be a DepEd teaching or non-teaching personnel;
- b. Shall have a sports-related experience (i.e., former athlete, coach, officiating official, tournament manager, etc.) or have a minimum of 40 hours of sports-related training;
- c. Possess at least basic knowledge of first aid administration or underwent training through reputable organizations or certified individuals

V. FUNDING REQUIREMENT

- a. An amount of Fifty Thousand pesos (Php 50,000.00) shall be allocated per recipient-school.
- b. An amount of Fifty Thousand pesos (Php 50,000.00) for Regional Office shall be allotted for monitoring and evaluation.
- c. An amount One Thousand Five hundred pesos (1,500.00) per recipient-school shall be allotted to the School Division Offices for monitoring and evaluation.

VI. RECOMMENDED LIST OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT WITH TECHNICAL SPECIFICATION

No.	Event	Item No.	Technical Specification
1	ARNIS	1	Head Protector, Red (2 size 2, 2 size 3), includes an impact-worthy face mask, I-Arn timer standard. (Branded)
		2	Head Protector, Blue - (2 size 2, 2 size 3), includes an impact-worthy face mask, I-Arn timer standard (Branded)
		3	Body Vests, Red - (2 size 2, 2 size 3), properly cushioned in accordance with I-Arn timer standard (Branded)
		4	Body Vests, Blue - (2 size 2, 2 size 3), properly cushioned in accordance with I-Arn timer standard (Branded)
		5	Hand Gloves, Red, Open palm design, (4 size 2), I-Arn timer standard (Branded)
		6	Hand Gloves, Blue, Open palm design (4 size 2), I-Arn timer standard (Branded)
		7	Upper Arm Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		8	Upper Arm Guard, NEW GEN - Blue, (4 size 2), I-Arn timer standard (Branded)
		9	Lower Arm Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		10	Lower Arm Guard, NEW GEN -Blue (4 size 2), I-Arn timer standard (Branded)
		11	Upper Shin Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		12	Upper Shin Guard, NEW GEN - Blue (4 size 2), I-Arn timer standard (Branded)
		13	Lower Shin Guard, NEW GEN - Red (4 size 2), I-Arn timer standard (Branded)
		14	Lower Shin Guard, NEW GEN - Blue (4 size 2), I-Arn timer standard (Branded)
		15	Male Groin Guard (2 pc medium, 2 pc Large), I-Arn timer standard (Branded)
		16	Female Groin Guard (2 pc medium, 2 pc Large), I-Arn timer standard (Branded)
		17	Padded Stick (Canes), Red, properly foam-cushioned, maximum grip diameter of not more than 3.81cm (1 1/2") and length of 76.20cm (30" for men and women); Length of padded stick shall be 27" for boys and girls, I-Arn timer standard (Branded)
		18	Padded Stick (Canes), Blue, properly foam-cushioned, maximum grip diameter of not more than 3.81cm (1 1/2") and length of 76.20cm (30" for men and women); Length of padded stick shall be 27" for boys and girls, I-Arn timer standard (Branded)

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		20	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		21	Interlocking Rubber Mat, Red and Blue - 1m x 1m x 24mm, BIGTEETH rubber mat.
		22	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
2	ATHLETICS	1	Baton for men - aluminum, imported, rolled edges, IAAF Standard
		2	Javelin for boys - IAAF standard, aluminum steel alloy, imported, 400 gms. for elem. (Branded)
		3	Javelin for girls - IAAF standard aluminum steel alloy, imported, 300 gms. for elem. (Branded)
		4	Javelin for girls - IAAF standard aluminum steel alloy, imported, 600 gms. for sec. (Branded)
		5	Javelin for boys - IAAF standard, aluminum steel alloy, imported, 700 gms. for sec. (Branded)
		6	Discus for boys - fiberglass with steel rim, 1.5kg, elem., IAAF Standard (Branded)
		7	Discus for boys - fiberglass with steel rim, 1.75kg for sec., IAAF Standard (Branded)
		8	Discus for girls - fiberglass with steel rim, .75kg. for elem., IAAF Standard (Branded)
		9	Discus for girls - fiberglass with steel rim, 1kg. for sec., IAAF Standard (Branded)
		10	Iron shotput for boys - IAAF standard, 5kg. for elem.
		11	Iron shotput for boys - IAAF standard, 6kg. for sec.
		12	Iron shotput for girls - IAAF standard, 3kg. for elem.
		13	Iron shotput for girls - IAAF standard, 4kg. for sec.
		16	Starting Blocks - made of high quality stainless materials, IAAF Specification and standard, Olympic Model
		17	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		18	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
		19	12" cone markers, orange color.
3	CHESS	1	Chess set (Eureka Style)
		2	Chess Clock
4	DANCE SPORTS	1	Portable Public Address System - 12in Portable PA system, 200AMP WITH DUAL VHF MIC USB, SD, FM and Bluetooth. (12" 2 way Bass Reflex, Low 2.5" Vcoil, Hi 1.5" Vcoil, 8 ohms, 200 watts amplifier, USB/FM/BT Function, XLR Line Input/Output, RCA Input, Mic priority button, 1 Mic Input, 2 VHF Wireless Mic, Echo/Repeat/Delay Function, 12V DC IN, Rechargeable Battery)

5	SEPAK TAKRAW	1	Sepak Takraw Balls - for secondary Boys, weight - range from 170g - 180g, ISTAF standard
		2	Sepak Takraw Balls - for Sec Girls and elementary. Weight range from 150g - 160g Junior, ISTAF standard.
		3	Sepak Takraw Net - for secondary, without cable. Made of fine ordinary cord or nylon. With 0.06m to 0.08m mesh. Height is 0.7m (top to bottom). Width - 6.10m (side to side), should be edge to both sides along the sideline edges with 0.05m tape. ISTAF standard.
		4	Sepak Takraw Net - for elementary, without cable. Made of fine ordinary cord or nylon. With 0.06m to 0.08m mesh. Height is 0.7m (top to bottom). Width - 6.10m (side to side), should be edge to both sides along the sideline edges with 0.05m tape. ISTAF standard.
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
6	SWIMMING	1	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		2	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
		3	Swimming Cap - made of hardy heat resistance materials, corrosion resistance, soft and comfortable, non-toxic
		4	Swimming Goggles - Anti fog, U protection Lens, with silicon gasket and silicon double strap
		5	Swimming Pull Buoy
		5	Swimming Kickboard - made of high density material for perfect balance and buoyancy, Hydrodynamic design that reduces drag, with Ergonomic grip pads for better handling.
7	TRAINING MATERIALS FOR STRENGTH, AGILITY AND FITNESS	1	Training Hurdles -made of PVC Materials - size 45cm x 15cm+D265:D273
		2	Training Hurdles -made of PVC Materials - size 45cm x 15cm
		3	Training Hurdles -made of PVC Materials - size 45cm x 15cm
		4	Disc Cones - Made of plastic materials with carry rack and bag, (40 pcs Disc Cones)
		5	12" Cone Markes (color Orange)

		6	Resistance Tube Set - made of durable natural rubber tubing for a smooth consistent stretch, cushioned foam handles for comfortable grip. Improved balance, coordination, flexibility and endurance, it also develops Core Strength.
		7	Weighted Jump Rope
		8	Agility Ladder - Length 5meters, width : 0.46m, 8 grids with carrying bag.
		9	Hollow Foam Roller - Restore balance and increase strength, it also offers as a therapeutic massage to rejuvenate body muscles.

Other Sports

1	ARCHERY	1	Target Butts - 54 inch round or square, must be made of coiled or machine-pressed cogon grass ; covered with brown burlap sacking, FITA Specification.
		2	Competition Arrows
		3	Measuring Tape, 50m - fiberglass, imported. (Branded)
		4	Target Faces - 80cm target faces printed on string-reinforced heavy paper. FITA Specification
		5	Target Faces - 122cm target faces printed on string-reinforced heavy paper. FITA Specification
		6	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		7	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
2	BADMINTON	1	Badminton Racket
		2	Badminton Net - standard, size 6.1m, 760mm depth, Competition and BWF standard (Branded)
		3	Shuttlecock - (Medium grade for training and recreation)
		4	Table/Manual Scoreboard - portable, made of hard plastic, minimum size - 8" x 15". Numbered plates (2 sets) made of hard plastics; each set shall be numbered from 1 - 30.
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.

3	BASEBALL	1	Baseball Gloves/Mitts, Deep, wide and highly functional pockets, match with basket-web designs, all leather palm construction, palm and index pads with velcro strap closure for FIELDERS GLOVES. For CATCHERS MITT - Quality full grain leather with patented hand adjustments, 1-piece closed web, quick and easy break-in conventional with Flex Loop Back. For FIRST BASE MITT - Single-post with double-bar web and coventional back. (Composition of 1 set Baseball Gloves/Mitts 10 pcs FIELDERS MITTS, 1 pc CATCHERS MITT and 1 pc FIRST BASE MITT. For Secondary (OPTIONAL)
		2	Batter's Helmet - fiberglass, 2 ear protection, IBaF/PABA standard. (elem and sec.)
		3	Baseball Balls - premium leather, IBaF/PABA standard
		4	Catcher's Mask - official, sleek design, thick wire frame, official, with throat and head (helmet) protector, easy to take on and off, (1 pc. for elem. & 1 pc. for sec.) IBaF/PABA standard (Branded)
		5	Baseball Leg Guards - fiberglass with extra padding inside the knee cap for extra protection and comfort, adjustable straps, IBaF/PABA standard, (1 pair for elem. & 1 pairs for sec.) (Branded).
		6	Baseball Bat for elem and sec, IBaF/PABA standard
4	BASKETBALL	1	Basketball Ball - size 7
		2	Basketball Ball - size 6
		3	Basketball Ball for 3 x 3, size 28.5"
		4	Basketball Ball Bag - for 4 balls capacity. Either duffel or tubular type, with handle and adjustable strap. Made of polyester, oxford material or its equivalent (Mesh is not allowed)
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
5	BILLIARD	1	Billiard Stick
		2	Billiard Ball Set (with cue ball)
6	BOXING	1	10 oz. Competition Gloves, Blue, per IABA specs, ABAP approved. (Branded)
		2	10 oz. Competition Gloves, Red, per IABA specs, ABAP approved. (Branded)
		3	Competition Head Gear, medium, Blue, per IABA specs, ABAP approved. (Branded)
		4	Competition Head Gear, medium, Red, per IABA specs, ABAP approved. (Branded)

		5	Foul (Abdominal) Protector, medium, Blue, per IABA specs, ABAP approved. (Branded)
		6	Foul (Abdominal) Protector, medium, Red, per IABA specs, ABAP approved. (Branded)
		7	Hand Wraps, ABAP standard
		8	Stopwatch - digital with 100 memory, used in international competition - (Branded)
7	FOOTBALL	1	Soccer Football Nets, standard, color white, FIFA standard
		2	Soccer Footballs, size 5
		3	Soccer Footballs, size 4
		4	Ball Bag, black, 4-ball capacity. Either duffel or tubular type. With handle and adjustable strap. Made of polyester, oxford material or its equivalent. (Mesh is not allowed)
		5	Stopwatch - Football - wristwatch style, used in international competition - (FOOTBALL) - (Branded)
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
8	FUTSAL	1	FUTSAL Ball, (standard)
		2	FUTSAL NET - Standard size 3.1 x 2.0 x 1.1 x 1.3M (goal size 3 x 2 M), thickness is 2.7mm, mesh is 10cm.
		3	Ball Bag, black, 4-ball capacity. Either duffel or tubular type. With handle and adjustable strap. Made of polyester, oxford material or its equivalent. (Mesh is not allowed)
		4	Stopwatch - Football - wristwatch style, used in international competition - (FOOTBALL) - (Branded)
		5	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
9	GYMNASTICS (RG)	1	Rhythmic Ball - for elementary, 20cm in diameter, 300 grams, material is soft plastic / rubber, FIG standard
		2	Rhythmic Hoop - for elementary, 75-80 cm in diameter, 300 grams, made of flexible plastic. FIG standard.
		3	Rhythmic Ribbon with Stick - for elementary, 6m in length, 4cm in width, stick is made of fiberglass, conical in shape, with a rubber cap in the handle. FIG standard.
		4	Rhythmic Ball - for secondary, 20cm in diameter, 300 grams, material is soft plastic / rubber, FIG standard

		5	Rhythmic Hoop - for secondary, 80-90 cm in diameter, 300 grams, made of flexible plastic. FIG standard.
		6	Rhythmic Ribbon with Stick - for secondary, 6m in length, 4cm in width, 400 grams, stick is made of fiberglass, conical in shape, with a rubber cap in the handle. FIG standard.
		7	Rhythmic Clubs - 400 - 500mm, weight 150g minimum, Bottle Shape, Diameter of head is 30mm maximum.
		8	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
10	GYMNASTICS (AERO)	1	Portable Public Address System - 12in Portable PA system, 200AMP WITH DUAL VHF MIC USB, SD, FM and Bluetooth. (12" 2 way Bass Reflex, Low 2.5" V-coil, Hi 1.5" V-coil, 8 ohms, 200 watts amplifier, USB/FM/BT Function, XLR Line Input/Output, RCA Input, Mic priority button, 1 Mic Input, 2 VHF Wireless Mic, Echo/Repeat/Delay Function, 12V DC IN, Rechargeable Battery)
		2	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
		3	Stopwatch - digital with 100 memory, used in international competition - (Branded) -
11	SOFTBALL	1	Softball Gloves /Mitts - FIELDERS GLOVES/MITTS storm glove with funnel web Neo-Flex, conventional back with micro injection and Velcro strap for custom fit, CATCHERS GLOVES/MITTS - Adjustable Wrist Strap, Fast pitch model with conventional back and modified pro H Web (1 set SOFTBALL GLOVES = 11pcs Fielders Gloves/Mitts and 1 Catchers Gloves/Mitts) for Elem and Sec, (OPTIONAL)
		2	Softball Balls, OPTIC YELLOW
		3	Batting & Running Helmets, with earflaps, for Elem. and Sec. ISF Standard
		4	Catcher's Gear - Youth size, good for Sec and Elem girls, ISF standard
		5	Softball Bat (standard)
12	TABLE TENNIS	1	Table Tennis Table - (ITTF standard)
		2	Table Tennis Racket - (standard)
		3	Table Tennis Post & Cotton Net, quick install and removal with the clip system. (ITTF standard)
		4	Table Tennis Balls, size - 40mm
		5	Table/Manual Scoreboard - portable, made of hard plastic, minimum size - 8" x 15". Numbered plates (2 sets) made of hard plastics; each set shall be numbered from 1 - 30.
		6	Stopwatch - digital with 100 memory, used in international competition - (Branded)

		7	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
13	TAEKWONDO	1	Octagon Rubber Mats - World Taekwondo (WT) standard, Reversible Blue and Red Interlocking Rubber Mats Big Teeth design, size : .8m x .8m x 24mm (132 pcs reversible square mats and 12 pcs reversible triangle mats), PTA approved
		2	TAEKWONDO PROTECTOR AND SCORING SYSTEM - PTA approved
			Protector and Scoring System Package : (1 set)
			1. Electronic Body Armor - 4 pcs.
			2. E-Armor Transmitter - 2 pcs.
			3. Electronic Head Gear - 4 pcs.
			4. E-Headgear Transmitter - 2 pcs.
			5. Referee Controller Box - 3 pcs.
			6. Charger for Transmitter - 1 pc
			7. USB Receiver - 1 pc
			8. Software - 1 pc
			9. Display Monitor 32" - 1 pc
			10. Laptop - 1 pc.
		3	Weighing Scale (Health scale, Beam type, with dual reading (pounds and kilograms), precise reading. Min Platform size: 10.5" x 14.5". Scale Height: 59". Heavy duty with 3 years warranty)
		4	Stopwatch - digital with 100 memory, used in international competition - (Branded)
14	TENNIS	1	Tennis Racket - Ideal for beginners
		2	Tennis Balls - (3 balls per tube) color yellow,
		4	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		5	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
15	VOLLEYBALL	1	Volleyball Balls - (standard 2-colors ball)
		2	Volleyball Bags - 4-ball capacity.
		3	Volleyball Net - nylon, size 9.50 x 1 meter.
		4	Table/Manual Scoreboard - portable, made of hard plastic, minimum size - 8" x 15". Numbered plates (2 sets) made of hard plastics; each set shall be numbered from 1 - 30.
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
17	WUSHU	1	Wushu Sanda Protective Gear for MALE (Head Gear, Chest Protector, Groin Protector and Gloves)- BLACK - 2 sets Medium, 1 set Large

		2	Wushu Sanda Protective Gear for MALE (Head Gear, Chest Protector, Groin Protector and Gloves)- RED - 2 sets Medium, 1 set Large (Wushu Federation Approved)
		3	Wushu Sanda Protective Gear for FEMALE (Head Gear, Chest Protector, Groin Protector and Gloves)- BLACK - 2 sets Medium, 1 set Large (Wushu Federation Approved)
		4	Wushu Sanda Protective Gear for FEMALE (Head Gear, Chest Protector, Groin Protector and Gloves)- RED - 2 sets Medium, 1 set Large (Wushu Federation Approved)
		5	Gong with rack and hammer
		6	Wushu Puzzle Mat - Color two sides, two color - Red and Blue - size 1m x 1m x 2" (Wushu Federation Approved)
		7	Weighing Scale (Health scale, Beam type, with dual reading (pounds and kilograms), precise reading. Min Platform size: 10.5" x 14.5". Scale Height: 59". Heavy duty with 3 years warranty)
		8	Stopwatch - digital with 100 memory, used in international competition - (Branded)
18	WRESTLING	1	Wrestling Mat - Puzzle Mat, Color two sides, Red and Blue, Size 1m x 1m x 2" (WAP Approved)
		2	Weighing Scale (Health scale, Beam type, with dual reading (pounds and kilograms), precise reading. Min Platform size: 10.5" x 14.5". Scale Height: 59". Heavy duty with 3 years warranty)
		3	Stopwatch - digital with 100 memory, used in international competition - (Branded)
19	PENCAK SILAT	1	Interlocking Rubber Mat, Red and Blue - 1m x 1m x 24mm, BIGTEETH rubber mat.
		2	Body Armor
		3	Head Gear
		4	Groin Guard
		5	Stopwatch - digital with 100 memory, used in international competition - (Branded)
		6	Dolphin Pro Whistle, polycarbonate mouthpiece with a vertical reinforcing rib. Pea-less whistle with adjustable lanyard.
		7	Weighing Scale (Health scale, Beam type, with dual reading (pounds and kilograms), precise reading. Min Platform size: 10.5" x 14.5". Scale Height: 59". Heavy duty with 3 years warranty)
20	GOAL BALL	1	Goal Ball
21	BOCCE	1	Bocce Ball with carrying case

PHYSICAL AND FINANCIAL ALLOCATION OF PROGRAM SUPPORT FUNDS (PSF) OF BLSS-SSD FOR FY 2025 by Regional Office (RO) As of March 2025																	
Regional Offices		Total Number of SDOs per	SDO Category		Conduct of Regional Orientation-Workshop of School Heads and Division Focal					Financial Allocation					TOTAL		
					Physical Allocation			25 pax per	20 pax per	Total	No. of	Prep.	Board &	Supplies &		Promotional	Contingency
					Province	City											
1	Region I - Ilocos	14	5	9	125	180	305	2	9,000	1,356,000	67,800	169,500	6,000	1,608,300			
2	Region II - Cagayan Valley	9	5	4	125	80	205	1	4,500	888,000	44,400	111,000	3,000	1,050,900			
3	Region III - Central Luzon	21	7	14	175	280	455	3	13,500	2,024,000	101,200	253,000	9,000	2,400,700			
4	Region IVA - CALABARZON	23	5	18	125	360	485	3	13,500	2,152,000	107,600	269,000	9,000	2,551,100			
5	MIMAROPA	7	5	2	125	40	165	1	4,500	728,000	36,400	91,000	3,000	862,900			
6	Region V - Bicol	13	6	7	150	140	290	2	9,000	1,280,000	64,000	160,000	6,000	1,519,000			
7	Region VI - Western Visayas	21	6	15	150	300	450	3	13,500	2,004,000	100,200	250,500	9,000	2,377,200			
8	Region VII - Central Visayas	20	4	16	100	320	420	3	13,500	1,884,000	94,200	235,500	9,000	2,236,200			
9	Region VIII - Eastern Visayas	13	6	7	150	140	290	2	9,000	1,296,000	64,800	162,000	6,000	1,537,800			
10	Region IX - Zamboanga Peninsula	9	4	5	100	100	200	1	4,500	868,000	43,400	108,500	3,000	1,027,400			
11	Region X - Northern Mindanao	14	5	9	125	180	305	2	9,000	1,356,000	67,800	169,500	6,000	1,608,300			
12	Region XI - Davao	11	5	6	125	120	245	2	9,000	1,116,000	55,800	139,500	6,000	1,326,300			
13	Region XII - Soccksargen	8	4	4	100	80	180	1	4,500	788,000	39,400	98,500	3,000	933,400			
14	CARAGA	12	6	6	150	120	270	2	9,000	1,216,000	60,800	152,000	6,000	1,443,800			
15	CAR	8	6	2	150	40	190	1	4,500	828,000	41,400	103,500	3,000	980,400			
16	NCR	16	0	16	0	320	320	2	9,000	1,416,000	70,800	177,000	6,000	1,678,800			
	TOTAL	219	79	140	1975	2800	4775	31	139,500	21,200,000	1,060,000	2,650,000	93,000	25,142,500			

PHYSICAL AND FINANCIAL ALLOCATION OF PROGRAM SUPPORT FUNDS (PSF) OF BLSS-SSD FOR FY 2025 by Regional Office (RO) As of March 2025												
Regional Offices		Total Number of SDOs per Region	SDO Category		Conduct of Regional Training of Sports Club Facilitators on the Teaching of Sports- Specific Skills							
					Physical Allocation		Financial Allocation					
					Province	City	6 Sports x 4 SCFs per SDO	No. of Clusters (1 CI = 100 pax)	Prep. meetings	Board & Lodging	Supplies & Materials	Promotional Shirts
1	Region I - Ilocos	14	5	9	336	3	13,500	2,322,000	77,400	193,500	6,300	2,612,700
2	Region II - Cagayan Valley	9	5	4	216	2	9,000	1,500,000	50,000	125,000	4,100	1,688,100
3	Region III - Central Luzon	21	7	14	504	5	22,500	3,534,000	117,800	294,500	10,500	3,979,300
4	Region IVA - CALABARZON	23	5	18	552	6	27,000	3,912,000	130,400	326,000	12,500	4,407,900
5	MIMAROPA	7	5	2	168	2	9,000	1,212,000	40,400	101,000	4,200	1,366,600
6	Region V - Bicol	13	6	7	312	3	13,500	2,178,000	72,600	181,500	5,900	2,451,500
7	Region VI - Western Visayas	21	6	15	504	5	22,500	3,522,000	117,400	293,500	10,400	3,965,800
8	Region VII - Central Visayas	20	4	16	480	5	22,500	3,378,000	112,600	281,500	9,700	3,804,300
9	Region VIII - Eastern Visayas	13	6	7	312	3	13,500	2,178,000	72,600	181,500	6,100	2,451,700
10	Region IX - Zamboanga Peninsula	9	4	5	216	2	9,000	1,500,000	50,000	125,000	3,600	1,687,600
11	Region X - Northern Mindanao	14	5	9	336	3	13,500	2,322,000	77,400	193,500	6,300	2,612,700
12	Region XI - Davao	11	5	6	264	3	13,500	1,890,000	63,000	157,500	5,700	2,129,700
13	Region XII - Soccksargen	8	4	4	192	2	9,000	1,356,000	45,200	113,000	4,400	1,527,600
14	CARAGA	12	6	6	288	3	13,500	2,034,000	67,800	169,500	6,400	2,291,200
15	CAR	8	6	2	192	2	9,000	1,356,000	45,200	113,000	4,400	1,527,600
16	NCR	16	0	16	384	4	18,000	2,712,000	90,400	226,000	8,300	3,054,700
	TOTAL	219	79	140	5256	53	238,500	36,906,000	1,230,200	3,075,500	108,800	41,559,000

PHYSICAL AND FINANCIAL ALLOCATION OF PROGRAM SUPPORT FUNDS (PSF) OF BLSS-SSD FOR FY 2025
by Regional Office (RO) As of March 2025

Regional Offices		Total Number of SDOs	Procurement of Sports Supplies, Materials, and Equipment for Sports Club under SSEEDP				
			Physical Allocation	Financial Allocation			
			No. of Schools	Total Amt of SSEEDP	SDO M&E (tev)	RO M&E (tev)	Total
1	Region I - Ilocos	14	94	4,700,000	141,000	50,000	4,891,000
2	Region II - Cagayan Valley	9	60	3,000,000	90,000	50,000	3,140,000
3	Region III - Central Luzon	21	140	7,000,000	210,000	50,000	7,260,000
4	Region IVA - CALABARZON	23	154	7,700,000	231,000	50,000	7,981,000
5	MIMAROPA	7	47	2,350,000	70,500	50,000	2,470,500
6	Region V - Bicol	13	87	4,350,000	130,500	50,000	4,530,500
7	Region VI - Western Visayas	21	140	7,000,000	210,000	50,000	7,260,000
8	Region VII - Central Visayas	20	133	6,650,000	199,500	50,000	6,899,500
9	Region VIII - Eastern Visayas	13	87	4,350,000	130,500	50,000	4,530,500
10	Region IX - Zamboanga Penins	9	60	3,000,000	90,000	50,000	3,140,000
11	Region X - Northern Mindanac	14	94	4,700,000	141,000	50,000	4,891,000
12	Region XI - Davao	11	74	3,700,000	111,000	50,000	3,861,000
13	Region XII - Soccksargen	8	54	2,700,000	81,000	50,000	2,831,000
14	CARAGA	12	80	4,000,000	120,000	50,000	4,170,000
15	CAR	8	54	2,700,000	81,000	50,000	2,831,000
16	NCR	16	107	5,350,000	160,500	50,000	5,560,500
	TOTAL	219	1465	73,250,000	2,197,500	800,000	76,247,500

MONITORING TOOL FOR CAPACITY BUILDING ACTIVITIES FOR SCHOOL SPORTS CLUB

BASIC INFORMATION	
REGION	
DIVISION	
LEARNING SERVICE PROVIDER	
ACTIVITY/EVENT MONITORED	
ADDRESS	
INCLUSIVE DATES	
DATE MONITORED	

No. of Trainers and No. of Participants		
Subject	Participant	Trainers

Instructions: Please read each statement carefully. For each statement, tick the response that best reflects your opinion or experience.

Activities	Strongly Agree	Agree	Disagree	Strongly Disagree
A. Conduct of Program Delivery (Daily Monitoring)				
1. Operational Concerns				
• Activities start and end according to schedule.				
• Attendance is systematically monitored.				
• Modifications to activities and schedules are consulted with participants and communicated ahead of time.				
• The provision of the following consistently adheres to agreed standards:				
a. Food				
b. Training Venue				
c. Accommodation				
• Training materials are sufficient and meet requirements.				
• Support materials and equipment are available and in working condition.				
• Issues and potential actions are identified during briefing and debriefing sessions.				
• Ground rules are clearly established, and compliance is systematically monitored.				
2. Sessions and Trainers				
• Trainers and sessions are evaluated using standard tools.				
• Participants undergo a rapid competency assessment before sessions.				
• Completed evaluation tools are collected				

from participants immediately.				
• Participant responses are processed promptly.				
• Feedback is provided as needed.				
B. Post Program Activities (At the end of the program)				
1. Certification of Participants				
• Certification is awarded upon program completion and satisfaction of all requirements.				
• Certificates are issued at the end of the program.				
2. Program Evaluation				
• A program evaluation is conducted immediately after the final session.				
• Evaluation results are incorporated into the end-of-program report.				
• Participants' learning is assessed through a Rapid Competency Assessment.				

BLSS/School Sports Division/ Monitoring and Evaluation Unit

EVALUATION TOOL FOR CAPACITY BUILDING ACTIVITIES FOR SCHOOL SPORTS CLUB

Name of Service Provider: _____ Region: _____
Learning Area/s Covered: _____

Directions: Rate the extent to which the learning service provider (LSP) has met the following standards by selecting the column that corresponds to your response, with 4 being the highest rating.

STANDARDS	1	2	3	4
A. Training Program Management				
1. Program Management				
• The management structure, along with the Terms of Reference (TOR), is clearly defined.				
• Staff orientation was conducted effectively, detailing roles, timelines, and quality expectations.				
• Inventory of training materials was completed to ensure adequacy and appropriateness.				
• Inventory of support materials and equipment was conducted to confirm availability, serviceability, and adequacy.				
• Logistical arrangements and responsiveness to program needs were ensured.				
2. Trainers				
• Have professional experience				
• Possess expertise in the content area of the training program.				
• Have attended the Training of Trainers (TOT).				
• Are physically fit				
• Possess strong personal and interpersonal qualities.				
• Demonstrate excellent communication and analytical skills.				
• Are proficient in ICT (Information and Communication Technology).				
3. Documentation Staff				
• Possess strong written communication skills.				
• Are proficient in ICT (Information and Communication Technology).				
• Have strong personal and interpersonal skills.				
• Demonstrate a positive attitude toward work.				
B. Program Operations				
1. Participation and organization				
• Participation is based on established criteria.				
• Participation ensures maximum representation from the target group.				

The registration process is streamlined and efficient.				
A standard procedure for substitution is in place.				
The standard number of participants is adhered to in organizing sessions and classes.				
2. Venue				
The venue has adequate illumination.				
The venue has proper ventilation and a cooling system.				
The venue is clean and hygienic				
The venue has enough number of comfort rooms for participants				
The venue can comfortably accommodate all participants.				
The venue has enough facilities and space for necessary activities, such as workshops.				
3. Accommodation				
Participants are comfortably accommodated.				
The accommodation is clean, hygienic, and an adequate number of comfort rooms				
Accommodation is close to the venue of the training				
The accommodation is safe and secure.				
The accommodation has provisions for emergencies (e.g., medical, earthquake, fire).				
4. Food				
The proposed menu offers healthy and varied food options.				
The proposed menu considers dietary restrictions and requirements.				
The proposed menu can deliver meals within the allocated budget.				
The staff plans meals to accommodate the dietary needs, cultural, and religious or ethical preferences of the target participants.				
The food preparation and handling staff are trained in food safety standards, nutrition, and other relevant skills to ensure meals are prepared properly and safely.				
5. Training Materials				
Training materials address all relevant topics, including theory, practical application, and any additional knowledge required to implement the program effectively.				
Training materials are adequate for all participants and ready for use during training.				
training materials are directly related to the program's goals and outcomes, helping participants acquire the necessary skills				

and knowledge.				
materials are written in clear, simple language, with concepts explained in an accessible and understandable manner for the target audience.				
Training materials are adequate for all participants and ready for use during training.				
6. Other materials and equipment				
An inventory of support materials and equipment has been conducted.				
Provisions for emergencies (e.g., medical needs) are available.				

Comments and suggestions:

BLSS/School Sports Division/ Monitoring and Evaluation Unit

a. Inventory Form

Division: _____
School Id: _____
Type of School: _____
Number of SSC Members: _____

SCHOOL INVENTORY REPORT OF PURCHASED EQUIPMENT
Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program

YEAR:

QUANTITY	ITEM/ EQUIPMENT <i>(Indicate brand name if available)</i>	DATE PURCHASED	AMOUNT
TOTAL			

Note: You may use additional sheet/s if necessary.

Note: You may use additional sheet/s if necessary.

Prepared by:

School Sports Coordinator

Noted by:

School Head

Address: _____

Instruction: Accomplish the inventory form by consolidating all school inventory reports of purchased sports equipment from the SSEED Program. Submit the report to your Regional Sports Officer.

DIVISION INVENTORY REPORT OF PURCHASED EQUIPMENT

Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program

BATCH: YEAR:

No.	ITEM/ EQUIPMENT	Quantity	Number of Schools Who Procured the Item
<i>Note: You may use additional sheet/s if necessary.</i>		TOTAL	

Prepared by:

Division Sports Officer

Noted by:

Schools Division Superintendent

Name of School: _____
 School Id: _____
 Address: _____

Division: _____
 School Size: _____
 Total Learners Population: _____

School Sports Club Data	
Sports Offered:	Number of SSC Members:
1.	
2.	
3.	

Note: You may use additional row/s if necessary.

PART II: INVENTORY FORM

Instruction: Kindly accomplish the inventory form by consolidating all purchased/received sports supplies and equipment from the SSEED Program. Submit the report to your Division Sports Officer.

SCHOOL INVENTORY REPORT Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program

Batch: _____

Year: _____

QUANTITY	ITEM/ EQUIPMENT (Indicate brand name if available)	DATE RECEIVED	AMOUNT
TOTAL			

Note: You may use additional sheet/s if necessary.

Prepared by: _____

School Sports Club Coordinator

Noted by: _____

b. Fund Utilization Report

**FUND UTILIZATION REPORT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT FOR
SCHOOL SPORTS CLUB PROGRAM UNDER SPORTS SUPPLIES AND EQUIPMENT
ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM**

Region: _____

School Division Office	Downloaded PSF per Sub- Aro	Disbursed Amount (Amount of Procured Items)	List of Sports Supplies, and Materials, and Equipment	Quantity	Recipient School

**Add rows if necessary*

Submitted by: _____ Head Teacher

c. Monitoring Form

Region: _____
 School: _____
 Address: _____
 Number of Learners: _____

Division: _____
 School Id: _____
 Type of School: _____
 Number of SSC Members: _____

Instruction: This form shall be accomplished by the Sports Division Officer upon monitoring the recipient schools of the SSEED program from the division. For more inquiries, contact the Bureau of Learner Support Services - School Sports Division at (02) 8632-0260 or through email address blss.ssd@deped.gov.ph.

MONITORING FORM FOR THE PURCHASED EQUIPMENT
Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program

No.	INDICATORS	YES	NO	REMARKS
1.	AVAILABILITY OF PROCURED EQUIPMENT <i>Is the sports equipment ...</i>			
	A. completely available to cater to the different sports offered in the school?			
	B. purchased in good quality?			
	C. made from standard materials used in sports competitions?			
	D. procured through a bidding process before purchase?			
	E. sufficient for the number of students/ members of the School Sports Club?			
2.	STORAGE STATUS <i>Is the sports equipment ...</i>			
	A. stored in the room that is in good condition?			
	B. systematically arranged and kept all in one place?			
	C. stored in a safe and hazard-free area?			
	D. subject to regular inventory checks?			
	E. vigilantly inspected and addressed any identified issues promptly?			
3.	USABILITY <i>Is the sports equipment ...</i>			
	A. used by all students and members of the School Sports Club?			
	B. utilized in various sports activities (Intramurals, sports fest, etc.)?			
	C. used in the regular training of competitive athletes?			

	D. accompanied by a logbook for tracking use or borrowing?			
	E. inspected before and after using?			
4.	ACCESSIBILITY <i>Is the sports equipment ...</i>			
	A. accessible to all members of the School Sports Club?			
	B. accessible to inclusive learners of the school?			
	C. allowed to be used by teachers and other members of the administration?			
	D. available for learners during after-school activities?			
	E. providing students with opportunities to engage in regular physical activity?			

Survey Questions:

1. Did you encounter any issues when purchasing sports equipment? If so, what were the problems, and how were they resolved?

2. What is the school's process for purchasing sports equipment?

3. How does the sports equipment benefit the learners' participation in physical activities?

4. Did the school purchase personal items of the athletes such as uniforms, shoes, and other sports gear? If yes, please specify.

5. What action does the school take if sports equipment is lost or damaged?
