




Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

**MEMORANDUM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/OIC-PSDSs  
Concerned Elementary and Secondary School Heads  
School Sports Club Coordinators/Facilitators

From:  **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

Subject: **CONFERENCE ON THE PREPARATION AND UTILIZATION OF PROGRAM SUPPORT FUND (PSF) FOR THE PROCUREMENT OF SPORTS SUPPLIES, MATERIALS AND EQUIPMENT FOR SCHOOL SPORTS CLUBS**

Date: July 2, 2025

1. Relative to Regional Memorandum No. 00817, s. 2025 re: Guidelines on the Utilization of Program Support Funds for the Procurement of Sports Supplies, Materials and Equipment for School Sports Clubs in DepEd Region V, this Office informs the concerned schools on the conduct of orientation regarding the preparation of reports and utilization of PSF based on the aforementioned guidelines on July 7, 2025, 1:00PM onwards at SGOD Office, SDO Sorsogon, Balogo, Sorsogon City.

2. Participants in this activity are the school heads or school sports club coordinators of the following schools:

1. Celso F. Falcotelo NHS	6. Jose G. Alindogan Elementary School
2. Maypangi Elementary School	7. Castilla National High School
3. San Antonio NHS (Barcelona)	8. Bulusan National High School
4. Mapaso Elementary School	9. Sta. Magdalena National High School
5. Bulan South Central School	

3. Travel, registration and other incidental expenses relative to the conduct of this activity shall be charged to local funds/MOOE/ subject to the usual accounting and auditing rules and regulations.

4. For information and dissemination.



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



27 June 2025

REGIONAL MEMORANDUM  
No. 00817 s. 2025

**GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE  
PROCUREMENT OF SPORTS SUPPLIES, MATERIALS AND EQUIPMENT FOR  
SCHOOL SPORTS CLUBS IN REGION V**

To : Schools Division Superintendents  
Attention: Division Sports Officers

1. The Department of Education remains committed in cultivating and nurturing learners' growth and holistic development, and continues to promote sports and physical activities as a means to support youth integration which eventually leads to better academic outcomes. The establishment of School Sports Clubs, specifically, serves as a platform to encourage physical fitness, health, and active engagement among learners.
2. Relevant to this, the Bureau of Learner Support Services- Schools Sports Division (BLSS-SSD) of DepEd Central Office intensifies its support to registered School Sports Clubs through the provision of Program Support Funds for the procurement of sports supplies, materials, and equipment under the School Sports Supplies, Materials and Equipment Enhancement Distribution Program (SSEEDP), Batch 5.
3. In Region V, 92 schools from the 12 divisions that implement School Sports Clubs will be allocated Fifty Thousand Pesos (Php 50,000.00) each, to ensure access of learners to standard sports supplies materials, and equipment primarily for their school sports clubs' activities and other related physical activities. The table below indicates the allocation of recipient schools per division:

Divisions	Recipient-Schools
Albay	10
Camarines Norte	9
Camarines Sur	9
Catanduanes	9
Masbate	9
Sorsogon	9
Iriga City	9
Legazpi City	9
Ligao City	9
Naga City	2



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Sorsogon City	2
Tabaco City	6
TOTAL	92


4. Similarly, an amount of One Thousand Five Hundred Pesos (Php 1,500.00) per recipient school shall be allotted to the Schools Division Offices to enable them to provide technical assistance and conduct monitoring to the recipient-schools in the implementation of SSEED program.
5. To ensure the judicious utilization of the Program Support Funds, Schools Division Offices are enjoined to carry out the following:
  - a. inform the recipient-schools to submit the list of sports supplies, materials, and equipment, and other necessary documents;
  - b. consolidate the list of sports supplies, materials, and equipment submitted by the recipient schools;
  - c. 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;
  - d. facilitate the processing of funds to the implementing unit (IU) schools for the procurement of validated and approved sports supplies, materials, and equipment;
  - e. provide technical assistance and conduct monitoring to the recipient-schools in the implementation of SSEED program, and
  - f. 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 sports supplies, materials, and equipment by the schools.
6. On the other hand, recipient-schools 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 must be submitted to the Schools Division Office, and
  - c. submit the list of received or purchased sports supplies, materials, and equipment 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/purchase of the sports supplies, materials, and equipment.
7. The following are found in the attached enclosures, for reference:
  - a. List of Recipient Schools and Divisions
  - b. Memorandum OM-OUOPS-2025-09-01832
  - c. 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
  - d. Recommended List of Sports Supplies, Materials, and Equipment with Technical Specification

- e. School Inventory Report of Purchased Equipment (to be accomplished by the school and to be submitted to the SDO)
- f. Division Inventory Report of Purchased Equipment (to be accomplished by SDO and to be submitted to the Regional Office)
- g. School Inventory Report (to be accomplished by the school and to be submitted to the SDO)
- h. Fund Utilization Report of SSEED Program (to be accomplished by the SDO and to be submitted to Regional Office)
- i. Monitoring Form for the Purchased Equipment (to be accomplished by the Division Sports Officer during monitoring)

8. The Schools Division Offices, through the Division Sports Officers, are directed to provide intensive technical assistance that include an orientation among the school heads and School Sports Club Coordinators to assist them in determining the sports supplies, materials, and equipment that they will procure based on their sports offering to ensure maximum utilization. Close monitoring of the implementation of the SSEED Program among the registered schools should also be regularly carried out to guarantee the utmost promotion of the learners' physical development.

9. The Division Inventory Report of Purchased Equipment should be submitted to this Office, Attention: Education Support Services Division at email: **essd.rov@deped.gov.ph** on or before the end of August 2025. These division reports will be promptly consolidated and submitted to the DepEd Central Office to warrant the regional allocation in the succeeding years.

10. For information, guidance, and strict compliance.

  
**GILBERT T. SADSAD**  
Regional Director

ESSD/JLL/scdt  
06/27/2025