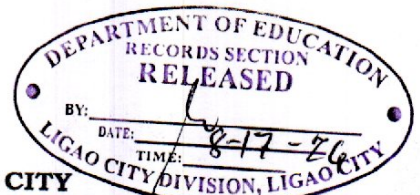


Republic of the Philippines
Department of Education
Region V - Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

August 13, 2026

DIVISION MEMORANDUM

No. **0401**, s. 2026

81726428

ON-SITE MONITORING OF THE SCHOOL SPORTS CLUB (SSC) AND SCHOOL SPORTS EQUIPMENT ENHANCEMENT AND DISTRIBUTION PROGRAM (SSEEDP) IMPLEMENTATION FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
Chiefs of Divisions
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Sports Club Coordinators/Advisers
Concerned School Personnel

1. Pursuant to the DepEd Order No. 22, 2025 otherwise known as the *Policy Guidelines on the Institutionalization of School Sports Club (SSC)*, and OM-OUOPS-2025-09-01832 dated March 3, 2025, titled *Implementing Guidelines on the Utilization of Program Support Fund (PSF) for the Physical Fitness and School Sports Program (PFSS)*, the School Division Office, through the School Governance and Operations Division (SGOD) shall ensure the proper implementation, monitoring, and provision of technical assistance to schools in the implementation of the School Sports Club and the SSEED Program.

2. The schools shall be divided into three (3) groups/batches. The table below presents the grouping categories and corresponding monitoring schedule.

Group Number	Category	Target Schedule
Group 1	SSEEDP Recipients (Batch 1-5)	August
Group 2	Non- SSEEDP Recipients	September
Group 3	SSEEDP Recipients (Batch 7-8)	October

3. SSC implementers shall be monitored using the prescribed tools issued by the BLSS-SSD and Regional Office, as provided in *Enclosures Nos. 2 and 3*. The gathered data shall be submitted to the Central Office as basis for program interventions and technical assistance to strengthen implementation, promote continuous improvement, and sustain program development.

4. All expenses incurred during the monitoring shall be charged to Program Support Fund for SSEEDP and PFSS, subject to standard accounting and auditing rules and regulations.

5. For the information and guidance of all concerned.

NYMPHA D. GUERO
Schools Division Superintendent



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depedligaocity.net



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

Enclosure No.1

**ON-SITE SCHOOL SPORTS CLUBS & SCHOOL SPORTS EQUIPMENT
ENHANCEMENT AND DISTRIBUTION PROGRAM (SSEEDP) IMPLEMENTATION
MONITORING SCHEDULE**

Group No.	District	School	Schedule
Group 1 SSEEDP Recipients Batch 1-5	East	Amtic NHS	August 17-21, 2026
	East	Baligang ES	
	East	Basag ES	
	East	Nabonton ES	
	East	LCNTVHS	
	East	Layon ES	
	East	LECS	
	West	LWCES (P)	
	West	LNHS	
	West	LWCES (B)	
	West	Allang ES	September 1-4, 2026
	South	Paulba ES	
	South	Busac ES	
	South	Oma-Oma NHS	
	South	Tupas ES	
	South	Malama ES	
	South	Bacong NHS	
	South	San Vicente ES	
	South	Palapas ES	
	South	Tambac ES	
Group 2 Non-SSEEDP Recipients	South	Cabarian ES	September 7-11, 2026
	South	Maonon NHS	
	South	Cabarian NHS	
	East	Tambo ES	
	East	Buga ES	
	East	Don Teotimo ES	
	East	Batang ES	
	East	Tobgon ES	
	East	Binanowan ES	
	East	Herrera ES	



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Group 2 Non-SSEEDP Recipients	East	Barayong NHS	September 7-11, 2026
	East	Barayong ES	
	East	Busay ES	
	East	Tinago ES	
	East	BRSHS	
	West	Greenfield ES	September 14- 18 , 2026
	West	Sta. Cruz ES	
	West	Bonga ES	
	West	Macael ES	
	West	Pinamaniquian ES	
	West	Tastas ES	
	West	Macalidong ES	
	West	Quiasa EXT	
	West	CRPMES	
	West	DPPMHS	
	West	Cavasi ES	
	West	Tinampo ES	
Group 3 SSEEDP Recipient Batch 7 & 8	West	Tula-Tula (P)	September 21- 25, 2026
	West	Tula-Tula (G)	
	West	Culliat ES	
	South	Paulba NHS	
	South	Tandarura ES	
	South	Tiongson ES	
	South	Balanac ES	
	South	Francia ES	
	South	Abella ES	
	South	Maonon ES	
	South	Catburawan ES	
	East	Amtic ES	October 12-16, 2026
	East	Pinit ES	
	East	Layon ES	
	East	Paulog ES	
	West	Mahaba ES	
	West	Pandan ES	
	South	Oma-Oma ES	
	South	Bagacay ES	
	South	Bacong ES	
	South	Palapas NHS	

Enclosure 2



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

SCHOOL SPORTS DIVISION

**SCHOOL SPORT CLUB MONITORING TOOL
(TECHNICAL ASSISTANT)**

*This School Sports Club (SSC) Monitoring Tool is used by the Schools Division Office (SDO) focal person of School Sports Division in conducting on-site monitoring and validation visits to public schools. Pursuant to **DepEd Order No. 22, s. 2025** — Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools — this tool assesses school-level compliance on learner participation, sports equipment utilization, facilities, coaching and supervision, and conduct of sports activities. Findings shall serve as basis for providing technical assistance and program interventions to ensure the effective and sustained implementation of the School Sports Club Program in all public schools within the division.*

General Directions:

1. This form shall be accomplished by the **SDO Focal Person** during actual on-site monitoring visits to schools implementing the SSC Program pursuant to **DepEd Order No. 22, s. 2025**.
2. Complete all items in the **School Information** section before proceeding with the monitoring proper.
3. Write **N/A** for indicators that are not applicable to the school being monitored.
4. Place a check mark (✓) in the appropriate column based on actual observation and on-site verification only.
5. For **Part III**, rate each indicator using the four-point scale (1–4)
6. Use the **Remarks** column to record additional observations or clarifications per indicator.
7. Attach photo documentation as supporting evidence of the school's SSC implementation.
8. Discuss all findings and recommendations with the **School Head and/or SSC Coordinator** before leaving the school.
9. Accomplish and submit the monitoring data through the **designated online form** and furnish a copy to the **Regional Focal Person** within **three (3) working days** after the monitoring visit.
10. This document is **for official use only** of the **School Sports Division** for the School Sports Club Program.

PART I. SCHOOL INFORMATION ☐ Place a check mark (✓) on the applicable box for Program Offering and Typology of School)

This section captures the basic profile of the school being monitored. The monitoring officer shall fill in all required information accurately based on actual school data at the time of the visit.

Region:		Division:	
School Name:		Name of School Head:	
School ID:		Name of Sports Coordinator:	
Program Offering:	☐ Purely ES ☐ Purely SHS ☐ JHS with SHS ☐ SPED School	☐ Purely JHS ☐ ES & JHS (K-10) ☐ All Offering (K-12) ☐ School w/ LWD	☐ Very Small ☐ Medium ☐ Very Large ☐ Small ☐ Large ☐ Mega
No. of Enrollees:		Monitoring Date:	
No. of Sports Facilitator		Name of Focal Person:	



Legend: LWD = Learners with Disabilities ALS= Alternative Learning System IP = Indigenous People

[illegible]



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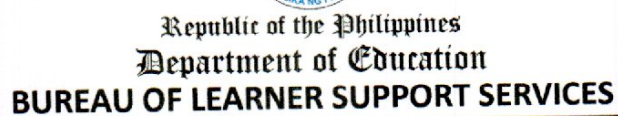
PART III. IMPLEMENTATION - This section serves as a checklist for verifying the implementation of the School Sports Club (SSC) Program in the school. It determines the presence and completeness of the required documents, organizational structures, plans, and activities by checking the corresponding indicators and reviewing the prescribed Means of Verification (MOVs). The checklist ensures a systematic and consistent validation of SSC program compliance and implementation.

Area	Indicators	Evident	Not Evident	MOVs	Remarks
The school has:					
Club Organization	Established and registered SSCs			• Notice of meeting • Action plan and registration forms (Form 1 & Form 2) • Internal Guidelines • Organizational Chart	
	Updated SSC Membership Registry				
	Designated SSC Coordinator and Facilitators				
	Elected SSC Officers				
The school has:					
Planning and Implementation	Approved SSC Action Plan			• Action Plan • Session Plan • Pictures of Activities • Program Accomplishment Report	
	SSC sessions conducted (2-3 hours weekly)				
	Sports clinics conducted				
	Sports skills festivals conducted				
	SSC intramural and extramural activities conducted				
	Advocacy and orientation activities conducted				
	Has at least one sports offering				
The school has:					
Learner Participation	Registered SSC members			• SSC Learner Member Registration • Attendance Log • Parental Consent • Medical Certificate (if applicable)	
	Learners with disabilities, IP, ALS participating				
The school has:					
Assessment	Physical fitness assessments completed			• Physical Fitness Test Result • Sports Skills Assessment Result	
	Sports skills assessments completed				
The school has:					
Supplies and Equipment	Updated Equipment Inventory			• Inventory List (property inventory form) • Physical Supplies and Equipment	
Venue and Facilities	Safe and serviceable sports facilities			• Physical Facility • Actual photo of facilities • Letter or appraisal/ Memo for Exclusive use/MOA/MOV (if applicable)	



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The school has:					
Stakeholder Support	Partnerships established			- Notice of Meeting - SGC Resolution - Financial Report - MOA/MOU	
	Stakeholder meetings conducted				
	Donations and sponsorships received				
The school has:					
Safety Mechanisms	Safety orientation conducted			- No. of Reported SSC Related Injuries - SSC Safety Guidelines (if available) - Parental Consent Medical Certificate (if applicable)	No. of Reported SSC Related Injuries: _____
	Incident/Injury Reports completed				No. of Reported LRP Concerns Related to SSC Activities: _____
	Secured Parental Consent Forms, Health Declaration Forms/Medical Certificate				
	First aid kit available				
The school has:					
Feedback mechanism	Documentation of Activities			- Post-Activity Report - Pictures of Activities	
	Post Activity Evaluation of Activities				

[illegible]



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PART V. SPORTS SUPPLIES, MATERIALS, & EQUIPMENT MANAGEMENT - This section evaluates the proper management, utilization, and condition of sports equipment and materials in the school. The monitoring officer shall check the applicable box based on actual verification during the visit.

Indicator	Yes	No	Remarks
Is the school a SSEEDP (Sports Supplies and Equipment Enhancement Disbursement Program) recipient?	☐	☐	
Has a Utilization Report been submitted for the sports equipment?	☐	☐	
Is the equipment properly labeled and organized?	☐	☐	
Is the equipment being actively used during SSC activities?	☐	☐	
Is there available storage room for supplies, materials, & equipment?	☐	☐	
Is there a sports custodian assigned to the school?	☐	☐	
Is there a regular maintenance schedule for equipment?	☐	☐	
Is an updated equipment inventory on file?	☐	☐	
Overall Equipment Condition:	☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Replacement		



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PART VI. SPORTS FACILITIES - This section documents the availability, standard, condition, and amenities of sports facilities in the school. The monitoring officer shall fill in all columns based on actual inspection of each facility during the visit.

FACILITY TYPE	Available (Y/ N)	Standard		Roofing / Covered	Flooring	Condition			Amenities					Remarks / Issues
		Standard	Non- Standard			Good	For Repair	For Rehab	Bleachers	Toilets	PWD Ramp	Locker/ Dressing	Storage	
Gymnasium (Full-size)														
Covered Court														
Multi-Purpose Gymnasium														
Outdoor Court (Basketball)														
Outdoor Court (Volleyball)														
Badminton Court														
Football / Soccer Field														
Track Oval / Running Track														
Swimming Pool														
Table Tennis Area														
Chess / Indoor Game Area														
Other Facility (specify):														
Any buildable space:														



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BUREAU OF LEARNER SUPPORT SERVICES

PART VII. SPORTS ACTIVITIES PARTICIPATED - This section records the sports activities and competitions participated in by the school's Sports Club. The monitoring officer shall check the applicable box and provide relevant details for each activity.

Activity	Participated	Did Not Participated	Details/Date/ Participants
Regular Sports Club Activities / Practice Sessions	☐	☐	
School Sports Meet / Intramurals	☐	☐	
Palarong Pambansa District-Level Sports Meet	☐	☐	
Palarong Pambansa Division-Level Sports Meet	☐	☐	
Palarong Pambansa Regional Sports Meet	☐	☐	
Palarong Pambansa National Sports Meet	☐	☐	
PSC – Initiated Competition	☐	☐	
NSA – Initiated Competition	☐	☐	
LGU Initiated Sports Event	☐	☐	
(NGO) Invitation Sports Event	☐	☐	
Sports Demonstration / Exhibit	☐	☐	
Special Olympics (for learners with disabilities)	☐	☐	
Fun Run / Sports Fitness Events	☐	☐	
Sports Training Camp	☐	☐	
Online / Virtual Sports Competition (Online Chess, martial arts skills demo etc.)	☐	☐	
Other Activity (specify):			

PART VIII. SCHOOL SPORTS CLUB FACILITATOR - This section assesses the presence, regularity, and effectiveness of the SSC Facilitator in conducting sports club activities. The monitoring officer shall check the applicable box based on actual observation and verification during the visit.

Indicator	Yes	No	Remarks
Is an SSC Facilitator present during SSC activities?			
Are activities conducted regularly according to schedule?			
Is an SSC activity calendar in place?			
Are safety protocols and first aid measures observed?			
Is proper supervision of learners ensured at all times?			
Does the SSC Facilitator hold relevant certifications?			
Is the SSC Facilitator-to-Learner ratio appropriate?			
Is a SNED facilitator applicable?			



PHOTO 1	PHOTO 2
PHOTO 3	PHOTO 3
CAPTION Photo 1 / DESCRIPTION:	CAPTION Photo 2 / DESCRIPTION:
CAPTION Photo 3 / DESCRIPTION:	CAPTION Photo 4/ DESCRIPTION:



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BUREAU OF LEARNER SUPPORT SERVICES

PART X. FINDINGS, ISSUES AND RECOMMENDATIONS - This section documents the key findings, challenges, and recommendations gathered during the monitoring visit. The monitoring officer shall provide specific and actionable entries to guide the provision of technical assistance and program interventions.

1.Challenges / Issues Encountered:

2.Needed Support and Interventions:

3.Recommendations for Improvement

4.Schools Requiring Follow-Up Monitoring

5.Other Observations/ Comments:

Signature over Printed Name / Date
Technical Assistant / SDO Representative

Signature over Printed Name / Date
Sports Club Coordinator

Signature over Printed Name / Date
School Head / Principal

Signature over Printed Name / Date
SGOD Chief / Authorized Representative

Enclosure 3



Republic of the Philippines
Department of Education
REGION V - BICOL

**MONITORING AND EVALUATION TOOL FOR THE ONGOING
IMPLEMENTATION OF SCHOOL SPORTS CLUB IN REGION V**

Instructions: This monitoring tool is intended for use by DepEd Regional Office V and Schools Division Office (SDO) personnel/education leaders in assessing selected elementary and secondary schools across Region V as they implement the School Sports Club, in accordance with DepEd Order No. 22, s. 2025.

The primary sources of information are the school head/principal and the school sports coordinator. Significant data can be gathered through interviews and conversations with them; however, monitors are also expected to visit classrooms and confer directly with sports coordinators and teachers who are implementing the program across grade levels. This ensures that observations are validated, synchronized, and reflective of actual school practices.

- Part I. Monitors shall fill in the required school profile and basic data.
- Part II. Monitors shall check the appropriate column (YES/NO) for each indicator, with significant observations noted in the *Remarks/Notes* section.
- Part III. Facilities, equipment, and materials utilized or procured for the School Sports Club shall be ticked off.
- Part IV. Monitors shall document specific challenges/issues encountered and the corresponding solutions implemented.
- Part V. Best practices carried out by the implementing school shall be recorded for knowledge sharing and replication.

Data Privacy Statement: All information generated through this monitoring tool will be treated with the highest level of confidentiality and shall be governed by the provisions of Republic Act 10173, otherwise known as the Data Privacy Act of 2012.

Part I. School Profile

School: _____
School I.D.: _____
School Head: _____
District: _____
Division: _____
School Year: _____
No. of Years as School Implementer: _____



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>



School's Total Enrolment (All Grade Levels): _____

Males: _____

Females: _____

Non-Graded Learners (if any):

Males: _____

Females: _____

No. of Teachers Involved in the School Sports Club as Facilitators: _____

Name of School Sports Club Coordinator: _____

Position: _____

Teachers' Training Along with Sports Program

Name of Teachers	Grade Level/s Taught	Title of Trainings/Workshops Attended along the Program	Level of Training/Workshops Attended (National, Regional, Division, District, School-based)

Enrollment of the School Sports Club for the Current School Year: *(Fill out only what is applicable)*

Kindergarten		Grade 1		Grade 2		Grade 3	
Male	Female	Male	Female	Male	Female	Male	Female

Grade 4		Grade 5		Grade 6		Grade 7	
Male	Female	Male	Female	Male	Female	Male	Female

Grade 8		Grade 9		Grade 10		Grade 11-12	
Male	Female	Male	Female	Male	Female	Male	Female

Sports Discipline Implemented (Fill out only what is applicable)	Number of Learners Registered	
	Male	Female
☐ Arnis		
☐ Sepak Takraw		
☐ Chess		
☐ Dance Sport		
☐ Athletics		
☐ Swimming		
☐ Table Tennis		
☐ Wushu		
☐ Basketball		
☐ Volleyball		
☐ Football (Soccer)		
☐ Baseball		
☐ Softball		
☐ Badminton		
☐ Lawn Tennis		
☐ Taekwondo		
☐ Pencak Silat		
☐ Others (please specify): _____ _____ _____		

Part II. School Sports Club Implementation

Indicators	MOVs	Responses		Remarks/ Notes
		Yes	No	
1. The SDO/school maintains an updated list of students officially enrolled in the School Sports Club every academic/ school year with	List of learners signed by the school head and sports coordinator			

corresponding parents'/guardians' consent.	Parents'/Guardians' Consent			
2. The SDO/School Sports Club conducts regular activities, sessions, or practice at least twice a week (minimum requirement of SSC implementation is three hours per week).	Logbook of learners and trainers indicating the focus of sports sessions Activity/session/practice schedule			
3. The SDO/school organizes at least one intra-school sports event/school sports club festival/extramural/sports competition per quarter.	Completion reports, school memo, and documentation relative to the conduct of the activity.			
4. The SDO/School Sports Club participates in inter-school/extramural/division/regional/national-level sports competitions annually.	List of learners who participated in the competition (District/Division/Regional memo & photo documentations)			
5. Teachers and coaches assigned to the sports club have received training on the particular sports discipline that they handle, and have also attended an orientation on sports development and management.	MOVs: Completion reports, school memo, and documentation relative to the conduct of the activity.			
6. The SDO/School Sports Club has an established organizational structure with elected student officers and designated teacher-advisers.	Posted and signed the organizational structure of officers and advisers			
7. The SDO/school allocates budget or mobilizes resources to support sports club activities and equipment.	PFSS/MOOE allocation and utilization on SSC implementation. Liquidation report, photo-documentation.			
8. SDO/school sports facilities and equipment are available, accessible, and regularly utilized by the School Sports Club.	Logbook of sports equipment borrowed and returned by the learner. Photo-documentation of utilization			
9. The SDO/School Sports Club submits accomplishment reports and documentation of activities to the school/division and regional administration.	Accomplishment Reports signed, received, and submitted.			

10. The SDO/School Sports Club engages parents, LGUs, or community partners in supporting sports-related activities.	Accomplishment Reports, MOA/MOU, DOD-DOA, List of partners. SEF supported sports activities, Attendance Sheets & photo-documentation			
11. The SDO/School Sports Club integrates its annual plan into the School Improvement Plan (SIP) and Annual Implementation Plan (AIP), and DEDP.	Highlighted part in the SIP/AIP/DEDP: the implementation of the school sport club program			
12. The SDO/ school attendance and participation records are consistently monitored and reported by the club officers and advisers.	Monitoring and reporting mechanism of officers and advisers on attendance and participation.			
13. The SDO/school has at least 30% of the student population actively participating in sports club activities.	Enrolment X .30 = Attendance Sheet/Registration			
14. The School Sports Club implements inclusive programs/activities that encourage participation of both male and female students, as well as learners with disabilities.	List of learners (male, female, and LSEN) participating in sports activities.			
15. Best practices and success stories from the SDO/School Sports Club are shared during assemblies or division reviews.	PIR report, completion report including the promising practices and success stories of learners in sports.			

Part III. School Sports Club Facilities and Equipment Available in the School
(Fill out only what is applicable)

EQUIPMENT

Equipment for Mandatory & Priority Sports	No. of Items
Arnis: padded canes, stick canes	
Chess: chess mat/board, chess clock	
Athletics: javelin/shots/discus throw/baton	
Dance sport: (portable) sound system	
Sepak takraw: balls, net & post	
Others:	

Ball Games	No. of Items
Basketball	
Volleyballs	
Footballs	
Futsal balls	
Futsal ball, goal & net	
Others:	

Rackets & Bats	No. of Items
Badminton rackets, shuttlecocks, net & post	
Table tennis ball, paddles, net assembly	
Baseball bats, balls, gloves, base, pitcher's plate, catcher's plate, catcher's protector	
Softball bats, balls, gloves, base, pitcher's plate, catcher's plate, catcher's protector	
Futsal balls, goal & net	
Lawn tennis balls, rackets, net & post	
Others:	

Protective Gear	No. of Items
Helmets	
Shin guards	
Knee pads	
Elbow pads	
Mouth guards	
Body protectors	
Head gears	
Others:	

Uniforms & Kits	No. of Items
Jerseys	
Shorts	
Socks	
Shoes	
Team bibs/pinnies	
Spike shoes (for athletics, football, futsal, baseball, softball)	
Others:	

Fitness Tools	No. of Items
Jump ropes	
Resistance bands	
Dumbbells/Barbells	
Mats	
Others:	

Markers & Training Aids	No. of Items
Cones	
Hurdles	
Whistles	
Stopwatches	
Scoreboards	
Others:	

Aquatic Gear (if applicable)	No. of Items
Kickboards	
Swim caps	
Goggles	
Others:	

Documentation Tools	No. of Items
Logbooks	
Attendance sheets	
First aid kits	
Others:	

FACILITIES (Check those that are available)

- ☐ Covered gymnasium or multi-purpose hall
- ☐ Outdoor basketball court / volleyball court
- ☐ Football field / soccer ground
- ☐ Track and field oval (if available)
- ☐ Badminton courts
- ☐ Table tennis area
- ☐ Swimming pool (for schools with aquatic programs)
- ☐ Fitness room / mini-gym with basic exercise equipment
- ☐ Storage room for sports equipment
- ☐ Locker rooms and shower facilities

Others : _____



Address: Regional Center Site, Rawis, Legazpi City, 4500
 Telephone Nos.: 0969 516 9555
 Email Address: region5@deped.gov.ph
 Website: <https://region5.deped.gov.ph/>



Part IV. Issues/Challenges Encountered and Solutions Implemented in the Implementation of the School Sports Club Program.

Issues/Challenges Encountered	Solutions Implemented

Part V. Best Practices in the Implementation of the School Sports Club Program.

--

Signature Over Printed Name of Monitor/Designation

Date of Monitoring: _____

Conforme:

Signature Over Printed Name of the School Head/Principal



Address: Regional Center Site, Rawis, Legazpi City, 4500
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Website: <https://region5.deped.gov.ph/>



Enclosure 4



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

SCHOOL SPORTS DIVISION

MONITORING CHECKLIST

Means of Verification to be Checked

Part II — Learners' Enrolment in SSC			
No.	Document / Means of Verification	Available?	Remarks
1	List of Enrollment	☐ Yes ☐ No	
Part III — Monitoring of SSC Implementation			
No.	Document / Means of Verification	Available?	Remarks
1	Participation Rate	☐ Yes ☐ No	
	SSC Learner Registration	☐ Yes ☐ No	
	Attendance	☐ Yes ☐ No	
2	Approved SSC Activity Schedule (<i>per sports</i>)	☐ Yes ☐ No	
3	Stakeholders' Involvement	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Financial Report	☐ Yes ☐ No	
	MOA/MOU	☐ Yes ☐ No	
	SGC Resolution	☐ Yes ☐ No	
4	Type and Extent of Stakeholder Support (<i>if applicable</i>)	☐ Yes ☐ No	
	Award Certificate	☐ Yes ☐ No	
	List of Materials Donated	☐ Yes ☐ No	
5	Injury and Safety	☐ Yes ☐ No	
	No. of Reported SSC Related Injuries	☐ Yes ☐ No	
	SSC Safety Guidelines (<i>if available</i>)	☐ Yes ☐ No	
6	Venue and Facilities	☐ Yes ☐ No	
	Physical Facility	☐ Yes ☐ No	
	Actual photo of facilities	☐ Yes ☐ No	
	Letter or appraisal / Memo for Exclusive Use /MOA/MOV (<i>if available</i>)	☐ Yes ☐ No	
7	Supplies and Equipment	☐ Yes ☐ No	



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	Inventory List (<i>property inventory form</i>)	☐ Yes ☐ No	
	Physical Supplies and Equipment	☐ Yes ☐ No	
1	SSC Organization Management	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Minutes of Meeting	☐ Yes ☐ No	
	Internal Guidelines	☐ Yes ☐ No	
	Organizational Chart	☐ Yes ☐ No	
9	Learners' SSC Organization	☐ Yes ☐ No	
	List of Officers	☐ Yes ☐ No	
	Organizational Chart	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Minutes of Meeting	☐ Yes ☐ No	
	Pictures of Activities (<i>if available</i>)	☐ Yes ☐ No	
	Cert of Accreditation (<i>if applicable</i>)	☐ Yes ☐ No	
Part IV — Sports Equipment Monitoring			
No.	Document / Means of Verification	Available?	Remarks
1	Inventory List	☐ Yes ☐ No	
2	Physical Sports Equipment	☐ Yes ☐ No	
Part V — Material Management			
No.	Document / Means of Verification	Available?	Remarks
1	Inventory List	☐ Yes ☐ No	
2	Guidelines or Process (<i>if available</i>)	☐ Yes ☐ No	
3	Physical Inventory Check	☐ Yes ☐ No	
Part VI — Physical Inventory			
No.	Document / Means of Verification	Available?	Remarks
1	Physical Inventory — Follow the Provided Guidelines	☐ Yes ☐ No	
Part VII — Activity Documentation			
No.	Document / Means of Verification	Available?	Remarks
1	Schedule	☐ Yes ☐ No	
2	After-Activity Report	☐ Yes ☐ No	
3	Pictures	☐ Yes ☐ No	



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BUREAU OF LEARNER SUPPORT SERVICES

Part VIII — Facilitator and Program Documentation

No.	Document / Means of Verification	Available?	Remarks
1	Memorandum or Letter Order Designating Sports Club Facilitator	☐ Yes ☐ No	
2	Calendar of Activities	☐ Yes ☐ No	
3	Safety Protocol Guidelines	☐ Yes ☐ No	
4	SSC Activity Schedule	☐ Yes ☐ No	

Prepared by _____ **Noted by:** _____