



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 10, 2025

MEMORANDUM

TO: **ASUNCION TABO - SP I**
Antipolo Elementary School

ROLLY NAZARENO - SP I
Yocti Elementary School

EFREN O. MATIENZO - SP II
Buyo Integrated School

AILEEN T. TABILOG - SP I
Antipolo National High School

MARCK JOHN EUSTAQUIO - SP I
Baras Central Elementary School

BERNARDO B. BOSQUE - SP I
Codon National High School

JANET M. TONIO - SP II
Viga Rural Development High School

CESMENDA BORROMELO - SP III
Caramoran Rural Development High School

MA. JESYCA V. BARRO - SP I
Caramoran School of Fisheries

SUBJECT: **UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE
PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND
EQUIPMENT FOR SCHOOL SPORTS CLUB**

1. Attached is a copy of the Sub-Allotment Release Order (Sub-ARO) for Fiscal Year 2025 dated June 24, 2025. As stated in the Sub-ARO, this is intended for the Transfer of Program Support Funds (PSF) for the Procurement of Sports Supplies, Materials, and Equipment under the Sports Supplies and Equipment Enhancement Distribution (ESSEED) Program.
2. In line with this, the recipient schools listed above are requested to comply with the provisions of the Guidelines on the **Utilization of Program Support Funds for the Procurement of Sports Supplies, Materials, and Equipment for School Sports Club in Region V**, and submit the required reports to the office, c/o SGOD Chief.




San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
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3. The following are the administrative guidelines on the use of the said funds:
- A. Identify, prepare, and submit to the Schools Division Office a list of the required sports supplies, materials, and equipment based on the needs of their sports club implementation.
 - B. For Implementing Unit (IU) schools, submit additional documentary requirements such as the WFP, PPMP, and other relevant documents to the Schools Division Office.
 - C. Submit a list of received or purchased sports supplies, materials, and equipment to the Schools Division Office. This list must be duly signed by the School Sports Club Coordinator and the School Head and submitted **not later than ten (10) calendar days** after the receipt or purchase of said items.
4. For information, guidance and compliance of all concerned.


MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



📍 San Roque, Virac, Catanduanes
☎ 052-8114036 / 09623505374
✉ catanduanes@deped.gov.ph
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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



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



RECEIVED

Date: 6/30/25

Time: 9:20

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

Republic of the Philippines
Department of Education
REGION V - BICOL

18 June 2025

GILBERT T. SADSAD
Regional Director
Department of Education
Regional Office V
Rawis, Legazpi City

Attention: **ROSE ANN B. TUBIG**
Chief Administrative Officer
Finance Division

Sir:

This is to request a downloading/fund transfer from:

Fund Source: Current Appropriations – Physical Fitness and School Sports
: Continuing Appropriations - Physical Fitness and School Sports

Fund Code: FY 2025 GAA (4,480,500.00)
: 00102101 (250,000.00)

Legal Basis: NBC 595 Annex A-1
: FY 2024 GAA/R.A. No. 11975 (Continuing Appropriations)

OSEC No. and Date: OSEC-5-25-00770, March 18, 2025

Purpose: Transfer of funds for the Procurement of Sports Supplies, Materials, and Equipment under the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program.

Total Amount: **Php4,730,500.00**

To:

I. Schools Division Offices

Divisions	No. of Schools	Name of Schools	Amount	SDO M&E (TEV)	Total Allocation
ALBAY	6	Pantao Elementary School	50,000.00	10,875.00	310,875.00
		Caguiba Elementary School	50,000.00		
		Rapu-Rapu Central School	50,000.00		
		San Fernando National High School	50,000.00		
		Matacon Elementary School	50,000.00		
		Pioduran East Central School	50,000.00		
CAMARINES NORTE	3	G. Balde Jr. Elem. School	50,000.00	10,875.00	160,875.00
		Lalawigan National High School	50,000.00		

		Chung Hua High School	50,000.00		
CAMARINES SUR	6	Pinamasagan National High School	50,000.00	10,875.00	310,875.00
		Ramon B. Felipe Sr. National High School	50,000.00		
		Palo Integrated School	50,000.00		
		Dr. Heracleo A. Giballa Elementary School	50,000.00		
		Maangas Elementary School	50,000.00		
		Pasay Elementary School	50,000.00		
CATANDUANES	6	Antipolo Elementary School	50,000.00	10,875.00	310,875.00
		Yocti Elementary School	50,000.00		
		Buyo Integrated School	50,000.00		
		Antipolo National High School	50,000.00		
		Baras Central Elementary School	50,000.00		
		Codon National High School	50,000.00		
IRIGA CITY	8	San Miguel Elementary School	50,000.00	10,875.00	410,875.00
		Sto. Niño National High School	50,000.00		
		San Pedro National High School	50,000.00		
		Santiago Integrated School	50,000.00		
		San Juan Integrated School	50,000.00		
		San Agustin Elementary School	50,000.00		
		Sta. Maria High School	50,000.00		
		Salvacion Integrated School	50,000.00		
LEGAZPI CITY	8	Bagumbayan Elementary School	50,000.00	10,875.00	410,875.00
		Banquerohan Elementary School	50,000.00		
		San Francisco Integrated School	50,000.00		
		Ibalon Central School	50,000.00		
		Gogon High School	50,000.00		
		Legazpi Port Elementary School	50,000.00		
		Bagacay Elementary School	50,000.00		
		Bitano Elementary School	50,000.00		
LIGAO CITY	7	Ligao City National Technical Vocational	50,000.00	10,875.00	360,875.00
		Allang Elementary School	50,000.00		
		Tambac Elementary School	50,000.00		
		San Vicente Elementary School	50,000.00		
		Oma-Oma National High School	50,000.00		
		Maonon High School	50,000.00		

		Palapas Elementary School	50,000.00		
MASBATE PROVINCE	9	Dalipe High School	50,000.00	10,875.00	460,875.00
		Cristeta Bagano Memorial High School	50,000.00		
		San Pascual Central School	50,000.00		
		Floro L. Medina Memorial High School	50,000.00		
		Jose Z. Mesa Sr. Mes	50,000.00		
		Doroteo B. Presno ES	50,000.00		
		Cadulan ES	50,000.00		
		Deagan ES	50,000.00		
		Salvacion National High School	50,000.00		
NAGA CITY	2	Calauag Elementary School	50,000.00	10,875.00	110,875.00
		Grandview Elementary School	50,000.00		
SORSOGON PROVINCE	6	Celso F. Falcotelo National high School	50,000.00	10,875.00	310,875.00
		Maypangi Elementary School	50,000.00		
		San Antonio National High School	50,000.00		
		Mapaso Elementary School	50,000.00		
		Bulan South Central School	50,000.00		
		Jose G. Alindogan Elementary School	50,000.00		
SORSOGON CITY	2	San Pascual Elementary School	50,000.00	10,875.00	110,875.00
		Buhatan Integrated School	50,000.00		
TABACO CITY	5	Marirac High School	50,000.00	10,875.00	260,875.00
		Fatima Elementary School	50,000.00		
		Matagbac Elementary School	50,000.00		
		San Ramon Elementary School	50,000.00		
		San Isidro Elementary School	50,000.00		
TOTAL	68		3,400,000.00	130,500.00	3,530,500.00

II. Implementing Units (to be directly downloaded to the schools)


Divisions	No. of Schools	Name of Schools	Amount	Total Allocation
ALBAY	4	Malinao National High School	50,000.00	200,000.00
		Oas Polytechnic School	50,000.00	
		Jovellar National High School	50,000.00	
		Mauraro High School	50,000.00	
CAMARINES NORTE	6	San Felipe National High School	50,000.00	300,000.00
		Delia Diezmo National High School	50,000.00	
		Leocadio Alejo Entienza High School	50,000.00	
		Labo Science and Technology High	50,000.00	

		School		
		Paracale National High School	50,000.00	
		San Roque National High School	50,000.00	
CAMARINES SUR	3	Baao National High School	50,000.00	150,000.00
		Goa National High School	50,000.00	
		Palsong National High School	50,000.00	
CATANDUANES	3	Viga Rural Development High School	50,000.00	150,000.00
		Camoran Rural Development High School	50,000.00	
		Caramoran School of Fisheries	50,000.00	
IRIGA CITY	1	Sagrada National High School	50,000.00	50,000.00
LEGAZPI CITY	1	Banquerohan National High School	50,000.00	50,000.00
LIGAO CITY	2	Bacong National High School	50,000.00	100,000.00
		Paulba Elementary School	50,000.00	
SORSOGON PROVINCE	3	Catilla National high School	50,000.00	150,000.00
		Bulusan High School	50,000.00	
		Sta. Madalena National High School	50,000.00	
TABACO CITY	1	Bantayan National High School	50,000.00	50,000.00
TOTAL	24		1,200,000.00	1,200,000.00

	Total Allocation
I. Schools Division Offices	1,200,000.00
II. Implementing Units (to be directly downloaded to the schools)	3,530,500.00
	4,730,500.00

Hoping that this will merit your kind approval. Thank you!

Very truly yours,


JOANEL L. LAGATA
 Chief Education Supervisor
 Education Support Services Division

APPROVED:

GILBERT T. SADSAD
 Regional Director

		Paracale National High School	50,000.00		
		San Roque National High School	50,000.00		
CAMARINES SUR	9	Pinamasagan National High School	50,000.00	10,875.00	460,875.00
		Ramon B. Felipe Sr. National High School	50,000.00		
		Palo Integrated School	50,000.00		
		Dr. Heracleo A. Giballa Elementary School	50,000.00		
		Maangas Elementary School	50,000.00		
		Pasay Elementary School	50,000.00		
		Baao National High School	50,000.00		
		Goa National High School	50,000.00		
		Palsong National High School	50,000.00		
CATANDUANES	9	Antipolo Elementary School	50,000.00	10,875.00	460,875.00
		Yocti Elementary School	50,000.00		
		Buyo Integrated School	50,000.00		
		Antipolo National High School	50,000.00		
		Baras Central Elementary School	50,000.00		
		Codon National High School	50,000.00		
		Viga Rural Development High School	50,000.00		
		Camoran Rural Development High School	50,000.00		
		Caramoran School of Fisheries	50,000.00		



Republic of the Philippines
Department of Education

AR No : AR-2025-R5677-00259

DATE : Jun 19, 2025

FOR : Gilbert T. Sadsad
Regional Director

FROM : Joan L. Lagata
Chief ES, ESSD

SUBJECT : TRANSFER OF FUNDS FOR THE PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT UNDER THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT DISTRIBUTION (SSEED) PROGRAM.

NAME OF PROGRAM(S)/ PROJECT(S):

PHYSICAL FITNESS AND SCHOOL SPORTS (PFSS)

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-25-5677-PFSS-S2-001	SDOs provided with Program Support Fund for the Procurement of Sports Supplies, Materials and Equipment for Sports Club under SSEEDP	1

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-25-5677-PFSS-S2-001	Downloading of Program Support Fund for the Procurement of Sports Supplies, Materials and Equipment for Sports Club under SSEEDP

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
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AC-25-5677-PFSS-S	J1	Downloading of Program Support Fund for Procurement of Sports Supplies, Materials and Equipment for Sports Club under SSEEDP	250,000.00
Grand Total:			250,000.00

SOURCE OF FUNDS:

PFSS - 2025

ADMINISTRATIVE ARRANGEMENTS:

ANNEXES:

1. Activity Design/Program of Activities
2. List of Participants
3. Detailed Budget Estimates
4. Certification from Clearing House, if needed in the activity
5. Accomplished Purchase Request (PR), if any
6. Legal instrument or any form of directives from person in authority
7. Portion of the approved WFP where activities are stipulated

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.



Republic of the Philippines
Department of Education

AR No : AR-2025-R5677-00258

DATE : Jun 19, 2025

FOR : Gilbert T. Sadsad
Regional Director

FROM : Joan L. Lagata
Chief ES, ESSD

SUBJECT: TRANSFER OF FUNDS FOR THE PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT UNDER THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT DISTRIBUTION (SSEEDP) PROGRAM.

NAME OF PROGRAM(S)/ PROJECT(S):

PHYSICAL FITNESS AND SCHOOL SPORTS (PFSS)

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-25-5677-PFSS-001	SDOs provided with Program Support Fund for the Procurement of Sports Supplies, Materials and Equipment for Sports Club under SSEEDP	12

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-25-5677-PFSS-001	Downloading of Program Support Fund for the Procurement of Sports Supplies, Materials and Equipment for Sports Club under SSEEDP

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
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AC-25-5677-PFSS-0	Downloading of Program Support Fund fr	4,480,500.00
	Procurement of Sports Supplies, Materials and Equipment for Sports Club under SSEEDP	
Grand Total:		4,480,500.00

SOURCE OF FUNDS:

PFSS - 2023

ADMINISTRATIVE ARRANGEMENTS:

ANNEXES:

1. Activity Design/Program of Activities
2. List of Participants
3. Detailed Budget Estimates
4. Certification from Clearing House, if needed in the activity
5. Accomplished Purchase Request (PR), if any
6. Legal Instrument or any form of directives from person in authority
7. Portion of the approved WFP where activities are stipulated

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office - V
SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2025

Sub-ARO - 045

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: 200000100001000 - Current Appropriations Physical Fitness and School Sports		REFERENCE: FY 2025 GAAAO - NBC 495 ANNEX A-1 dated 30/01/2025	SUB-ALLOTMENT RELEASE ORDER NO.: RO-5-25-01663
FUND CODE: 01101101		LEGAL BASIS: FY 2025 GAA R.A. No. 12116 (Current Appropriations)	DATE: 24-Jan-25
ORGANIZATION CODE: 07001000005		FISCAL YEAR: FY 2025	
PURPOSE: <i>Transfer of Program Support Funds (PSF) for the Procurement of Sports Supplies, Materials, and Equipment under the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program.</i>			
To: The Schools Division Superintendent Schools Division of Catanduanes DepEd - Region V 070010005004			Region : 5
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	310,875.00
AMOUNT IN WORDS: *** Three Hundred Ten Thousand Eight Hundred Seventy Five Pesos Only ***			Total: <u>310,875.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

SONIA A. BANDOLA
Administrative Officer V
Budget Section

Recommending Approval:

ROSE ANN B. TUBIG
Chief Administrative Officer
Finance Division

Approval for Transfer/Downloading of Funds:

GILBERT T. SADSAD
Regional Director

SCOD OFFICE
RECEIVED

DATE: 6/27/25
TIME: 1:46