



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
 DIVISION OF SAGAY CITY

APR 16 2026

**DIVISION MEMORANDUM**

No. 279 s. 2026

**SCHOOL SPORTS CLUB (SSC) REGISTRATION PORTAL AND FORMS**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors – CID and SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The Bureau of Learner Support Services (BLSS) – School Sports Division (SSD) is pleased to announce the reactivation and updates of the School Sports Club (SSC) Registration Portal and Forms, as part of its continuous efforts to promote physical activity and sportsmanship, among learners.
2. In line with this, it has been observed that the identified schools have not yet registered to the School Sports Club. Accordingly, all concerned schools are hereby directed to complete their registration on or before April 30, 2026, to ensure full participation and compliance with the program requirements. Enclosed in this Memorandum is the list of schools that have not yet registered in the SSC portal.
3. Furthermore, the identified schools are required to accomplish the school registration for the Batch 2025 After-School Sports Clubs (SSC) Program through the designated registration link provided. This is to ensure official participation in the upcoming school sports programs and activities.
  - a. BLSS: Registration Link: <https://tinyurl.com/sportsclubsv2>  
 Please ensure that the Google Form is fully completed before uploading your SSC Form 1 and Form 2
  - b. Division Office Registration Link: <https://tinyurl.com/SchoolSportsRegistration>  
 This link is intended for use by the Division Sports Unit to maintain a back-end copy of all registered entries. Please upload SSC Form 1, SSC Form 2, and a screenshot of the successful registration submitted through the BLSS link.
4. School Heads are requested to designate a qualified School Sports Coordinator who will be responsible for overseeing and ensuring the timely completion of the registration process.
5. For any questions or technical issues related to the registration process, please contact Mr. Judy Arnaiz, Division Sports Unit Technical Assistant, via Messenger.
6. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**

Assistant Schools Division Superintendent  
 Officer-In-Charge

Office of the Schools Division Superintendent



Enclosure : AS stated  
 Reference : AS stated  
 Allotment : N/A  
 No. of Pages : 13  
 To be indicated in the Perpetual Index under the following subjects:  
 JA SGOD SCHOOL SPORTS DIVISION



Address: Sitio Chloe, Barangay Rizal, Sagay City, Negros Occidental  
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Enclosure 2 to Division Memorandum No. 279, s. 2026

### REGISTRATION PROCEDURE

1. Please be guided by the following important updates and reminders before proceeding with the registration process:
  - a. The Negros Island Region (NIR) is now recognized as a separate region and is no longer part of regions 6 and 7.
  - b. Ensure that you are aware of and accurately indicate your school's classification.
  - c. Correctly identify the Program Offering of your school.
  - d. If your school offers additional sports or games, ensure that these are included in the registration form.
  - e. New versions of Form 1 and Form 2 are now available for use.
    - For schools that have already prepared their data using the old format, ample time will be provided to migrate data into the new templates.
  - f. For Form 2, ensure complete and accurate information is provided, specifically:
    - Full names of athletes
    - Number of team members
    - Quantity of sports equipment
    - Number of sports offered
  - g. Most importantly, please input verified and accurate data as this information will directly affect official SSC documentation and reporting.
2. Download a blank copy of the forms FORM-SSC1 and FORM-SSC2 from the "Blank Forms Download".
  - FORMSSC1:  
[https://drive.google.com/uc?export=download&id=1AF2YC\\_jV3AHUs0vw3433RynGH\\_TSbpl2](https://drive.google.com/uc?export=download&id=1AF2YC_jV3AHUs0vw3433RynGH_TSbpl2)
  - FORMSSC2:  
<https://drive.google.com/uc?export=download&id=165wu-fE1WQ7EsM0U3Ozq8UrLgw1rfHJA>
    - Complete both forms.
    - The forms are "Complete" when they are: fully accomplished and signed by the proper signatories.
      - Prepared by:  
School Sports Club Coordinator
      - Certified by:  
School Head:
      - Verified by: JOSETTE P. BALANDRA  
EPS-SGOD/Division Sports Coordinator
    - Convert the completed forms into PDF format. (Secure with a password if possible)
    - Submit the form via the online portal
    - The online submission form will only accept PDF attachments which file size does not exceed 10MB.
    - Use the Filename Format: Region\_Division\_School Name SportsClubs  
*Example: NIR\_Sagay City\_Sagay National High School Sports Clubs*
    - Please make sure that you enter the correct School ID for your school, it is very important.



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Enclosure 1 to Division Memorandum No. 279, s. 2026

**LIST OF SCHOOLS NOT YET REGISTERED IN THE SSC PORTAL**

SCHOOL	SCHOOL HEADS
1. GENERAL LUNA ES	LOLYBETH L. LAMASON
2. OLD SAGAY NHS	RENEBOY L. LAGOYO
3. BULANON FARM SCHOOL	JOEGIE D. SUMUGAT
4. ELIA T CANOY – ESPERANCILLA ES	DENNIS L. SOLIVIO
5. MATABAS ES	MA. EUNICE P. CUBIO
6. MOLOCABOC IS	JOCELYN P. ORTEGA
7. CEASAR GAMBOA ES	LILIBETH A. ARDO
8. RICARDO GAMBOA ES	FLORDELIZA V. SARATOBIAS
9. RAYNOR MESA ES	EDMAR L. BALUADO
10. FILOMENO PASCUAL ES	ROY M. ALBERIO
11. PACOL ES	ROSIELYN S. PLAZA
12. CROSSING BAGO ES	MANSUETO D. AGUIPO JR.
13. CAMPO BAGO NHS	LITO S. OPENA
14. CAMPO SANTIAGO ES	REY S. MARTORILLAS
15. SERAFIN AGUILAR IS	BERNIE N. FLORENDO



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Enclosure 3 to Division Memorandum No. 279, s. 2026

## REGISTRATION PROCEDURES: STEP-BY-STEP GUIDE

Upon accessing the portal, the designated representative is expected to provide the following details and information as part of the registration process.

### READ THIS FIRST

Blank Forms Download:

**FORM-SSC1** -

**FORM-SSC2** -

How to Register:

- Download a blank copy of the forms **FORM-SSC1** and **FORM-SSC2** from the "Blank Forms Download" section above.
- Complete both forms.
- The forms are "Complete" when they are: fully accomplished and signed by the proper signatories.
- Convert the completed forms into **PDF format**. (Secure with a password if possible)
- Submit the form via the online submission form below
- The online submission form will only accept **PDF** attachments which file size does not exceed 10MB.
- Use the Filename Format: *Region\_Division\_SchoolName SportsClubs*

Example: NIR\_Sagay City\_Sagay National High School Sports Clubs

**Please make sure that you enter the correct School ID for your school, it is very important.**

#### 1. Choose Region

NEGROS ISLAND REGION

#### 2. NIR-DIVISION

Sagay City

### I. SCHOOL INFORMATION

3. Full Name of the School: \_\_\_\_\_

4. School ID: (6-digits number): \_\_\_\_\_

5. School Email Address: \_\_\_\_\_

*(Valid and working email address of the school)*

6. Representative Email Address: (School Sports Coordinator) \_\_\_\_\_

*(Email address of the person submitting the registration. (Your email address))*



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7. School Classification

- Small
- Medium
- Large
- Very Large

**II. Sports Club Offered**

8. Choose all that apply

- Athletics
- Volleyball
- Basketball
- Badminton
- Chess
- Table Tennis
- Arnis
- Sepak Takraw
- Futsal
- Dance Sports
- Taekwondo
- Football
- Billiards
- Gymnastics
- Tennis
- Baseball
- Softball
- Boxing
- Para Games
- Wrestling
- Archery
- Pencak Silat
- Wushu
- Swimming

9. Other Sports Offered

10. Program Offering

- All Offering (K to 12)
- ES and JHS (K to 10)
- JHS with SHS
- Purely SHS
- Purely JHS
- Purely ES





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**III. INSTRUCTIONS: Enter how many members there are in your CLUB for each Grade Level. If your club doesn't have any members for a particular Grade Level, juts put 0 or leave it blank.**

11.Kinder : Number must be between 0-100

- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

**IV. Member Count (Sport)**

**INSTRUCTIONS: Enter how many members there are in your Club for each Sport you offer. If your school doesn't have a club for a particular Sport, just put 0 or leave it blank.**

\*Note: Indicate the Number of Members each Club have.

1. Athletics
2. Volleyball
3. Basketball
4. Badminton
5. Chess
6. Table Tennis
7. Arnis
8. Sepak Takraw
9. Futsal
10. Dance Sports
11. Taekwondo
12. Football
13. Billiards
14. Gymnastics
15. Tennis
16. Baseball
17. Softball
18. Boxing
19. Para Games
20. Wrestling
21. Archery
22. Pencak Silat
23. Wushu
24. Swimming

**V. Registrations Forms**

**Upload the accomplished Registration Forms here**

49.FORM-SSC.1(Non-anonymous question)

File number limit: 1Single file size limit: 10MBAllowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

50.FORM-SSC.2 (Non-anonymous question)

**Your name and file upload actions will be recorded in OneDrive and visible to the form owner.**

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Enclosure 4 to Division Memorandum No. 279, s. 2026

**FORM SSC.1 - SCHOOL SPORTS CLUB REGISTRATION FORM**

**A. School Information**

Region:		Division:	
Name of School Head:			
Name of School:			
School ID:			
School Address:			
Email Address (if any):		Contact No.	
Program Offering			
School Classification			

**B. School Sports Club Information**

**Basic Information**

School Sports Club Name:			
Established Date:			
Name of SSC Coordinator:			
Name of SSC Facilitators:	<b>Sports Specialization</b>		



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**Sports Offered**

Preferred/Offered Sports:


**Schedule of Activities**

Time	Activities	Mon	Tues	Wed	Thurs	Fri
<i>Example</i>						
8:00PM-4:00PM	Arms		/		/	/

**SSC Activities**

List of proposed and implemented activities, programs, projects or any other initiatives related to SSC.

† Add rows if necessary






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**Available Learning Facilities and Sports Equipment**

Learning Facilities

- Track and Field Oval
- Gymnasium/Covered Court
- Basketball Court
- Volleyball Court
- Swimming Pool
- Football/ Softball/ Baseball Field
- Spacious Playing Area
- Others, specify:


**Sports Equipment:** List down if available.

Sports Equipment	Qty.	Sports Equipment	Qty.

**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:**

School Sports Club Coordinator	
Signature	
Date	

**Certified by:**

School Head	
Signature	
Date	

**Verified by:**

SGCO Chief/ Authorized Representative	
Signature	
Date	





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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.

<b>Sports Club's Name:</b>			
<b>Established Date:</b>			
<b>Sports Club Facilitator/s:</b>			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

†

<b>Sports Club's Name:</b>			
<b>Established Date:</b>			
<b>Sports Club Facilitator/s:</b>			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



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Sports Club's Name:			
Established Date:			
Sports Club Facilitator/s:			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Sports Club's Name:			
Established Date:			
Sports Club Facilitator/s:			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Sports Club's Name:			
Established Date:			
Sports Club Facilitator/s:			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



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<b>Sports Club's Name:</b>			
<b>Established Date:</b>			
<b>Sports Club Facilitator/s:</b>			
	<b>Members' Name</b>	<b>Sex</b>	<b>Grade Level</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**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:

<b>Sports Club Coordinator</b>	
<b>Signature</b>	
<b>Date</b>	

Certified by:

<b>Principal/Officer-in-Charge</b>	
<b>Signature</b>	
<b>Date</b>	

Verified by:

<b>Division Sports Officer</b>	
<b>Signature</b>	
<b>Date</b>	