




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024- 825

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Caloocan City
SDO Las Piñas City
SDO Valenzuela City

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **INVENTORY AND MONITORING FOR 2021 TO 2023 SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM**

DATE : **August 15, 2024**

1. In line with the 2023 Sports Supplies and Equipment Enhancement and Distribution Program (SSEEDP), the Bureau of Learner Support Services School Sports Division is following up from the Schools Divisions concerned the *Inventory Report of Purchased Equipment under the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program from School to Division levels for 2021 to 2023.*
2. The SDOs are requested to submit the required inventory report to this Office (Attention: Ms. Joan R. Pedroche, PDO IV – OIC Chief, ESSD) or through email at joan.pedroche@deped.gov.ph on or before **August 28, 2024**, using the attached template for consolidation and submission to DepEd Central Office.
3. Attached is a copy of the Memorandum DM-OUOPS-2024-P-06318 dated August 5, 2024, for reference.
4. For compliance and immediate dissemination.

/essd/joan/



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-P-06318

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION SPORTS OFFICERS
SCHOOL SPORTS CLUB IMPLEMENTERS
ALL OTHER CONCERNED**

FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**SUBJECT : INVENTORY AND MONITORING FOR 2021 TO 2023 SPORTS
SUPPLIES AND EQUIPMENT ENHANCEMENT AND
DISTRIBUTION (SSEED) PROGRAM**

DATE : August 5, 2024

In reference to the memorandum dated November 6, 2023 regarding the **2023 Sports Supplies and Equipment Enhancement and Distribution Program**, we would like to follow up on the matter concerning the responsibilities of the Regional Office outlined in the said memorandum particularly the submission of the required report.

The Regional Office recipient of the said program shall submit the analyzed results of the conducted monitoring and evaluation activity to the Central Office through email at blss.ssd@deped.gov.ph duly signed by the Regional Director, on or before **August 31, 2024**.

Please be reminded that these reports are critical for assessing the impact of the distributed equipment and supplies and for planning future improvements.

Enclosed is the template for inventory report of the purchased equipment in the Division and School Level for submission.

For more information, you may contact the **Bureau of Learner Support Services School Sports Division** at telephone number (02) 8632-0260 or through email address blss.ssd@deped.gov.ph.

Immediate and wide dissemination of this memorandum is desired.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 1



Certificate No. PMP 012



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

Region: _____

Address: _____

REGIONAL 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	Number of Divisions as who Procured the Item
<i>Note: You may use additional sheet/s if necessary.</i>		TOTAL		

Prepared by: _____
Regional Sports Officer

Noted by: _____
Regional Director



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

Region: _____
Division: _____ **Division Code:** _____
Address: _____

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
TOTAL			

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

Prepared by:

 Division Sports Officer

Noted by:

 Schools Division Superintendent



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

Region: _____ **Division:** _____
School: _____ **School Id:** _____
Address: _____ **Type of School:** _____
Number of Learners: _____ **Number of SSC Members:** _____
Sports Offered: _____

INVENTORY REPORT OF PURCHASED EQUIPMENT
Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program
 BATCH: _____ YEAR: _____

QUANTITY	ITEM/ EQUIPMENT <i>(Indicate brand name if available)</i>	DATE PURCHASED	AMOUNT
<i>Note: You may use additional sheet/s if necessary.</i>			TOTAL

Prepared by: _____
 School Sports Coordinator

Noted by: _____
 School Head