


Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2025- 033

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

**FROM :** **JOCELYN DR ANDAYA**   
 Regional Director, NCR  
 Concurrent Officer-In-Charge  
 Office of the Assistant Secretary for Operations

**SUBJECT :** **UTILIZATION REPORT FOR THE SSEED PROGRAM FY 2024**

**DATE :** **January 9, 2025**

- In line with the **Regional and Division Allocation of Program Support Funds (PSF) for the Procurement of Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program for FY 2024 (Batch 3)**, the DepEd Bureau of Learner Support Services - School Sports Division requests the **submission of the Utilization Report** from concerned Schools Division Offices (SDOs).
- The Utilization Report must be submitted to this Office (Attention: **Ms. Joan R. Pedroche, PDO IV**) or via the OneDrive link: <https://shorturl.at/DrJ6v> on or before **January 15, 2025**, using the attached template for consolidation and subsequent submission to the DepEd Central Office on January 20, 2025.
- Attached are copies of the Memorandum OM-OASOPS-2024-11-570, Utilization Report for the SSEED Program, Template of Utilization Report of SSEED Program and SSEED Program Recipients 2024 NCR Batch 3, for references.
- For strict compliance and immediate dissemination.

/essd/joan/



Address: 6 Misamis St., Bago Bantay, Quezon City  
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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

REGIONAL & DIVISION ALLOCATION OF PROGRAM SUPPORT FUND (PSF)  
 PROCUREMENT OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT  
 UNDER SPORTS SEED PROGRAM FOR FY 2024 (Batch 3)

Region: National Capital Region (NCR)

No.	Division Office	No.	School ID	Recipient-Schools	Program Support Fund		Total Amount of PSF	Total Amount of PSF per Region/ SDO
					Amount of PSF per School	Traveling and Other Expenses		
	Regional Office Proper					60,000	60,000	60,000
1	Division of Caloocan City					7,500	7,500	257,500
		1	305381	Bagong Silang HS	50,000	-	50,000	
		2	305377	Pangarap HS	50,000	-	50,000	
		3	136634	Camarin ES	50,000	-	50,000	
		4	305389	Caloocan Science HS	50,000	-	50,000	
		5	305376	Amparo HS	50,000	-	50,000	
2	Division of Las Piñas City					1,500	1,500	51,500
		2	305435	Talon Village NHS	50,000	-	50,000	
3	Division of Valenzuela					6,000	6,000	206,000
		1	136814	General Tiburcio De Leon ES	50,000	-	50,000	
		2	305443	General Tiburcio De Leon NHS	50,000	-	50,000	
		3	320402	Vicente P. Trinidad NHS	50,000	-	50,000	
		4	136810	Luis Francisco ES	50,000	-	50,000	
<b>GRAND TOTAL</b>					<b>500,000</b>	<b>75,000</b>	<b>575,000</b>	<b>575,000</b>



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Enclosure 1: School-based Report

**INVENTORY OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT FOR SCHOOL  
SPORTS CLUB PROGRAM UNDER SPORTS SUPPLIES AND EQUIPMENT  
ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM FOR FY 2024**

Division: \_\_\_\_\_

Region: \_\_\_\_\_

<i>Name of School</i>	<i>Downloaded PSF per Sub-ARO</i>	<i>Disbursed Amount (Amount of Procured items)</i>	<i>List of Sports Supplies, Materials &amp; Equipment Procured</i>	<i>Quantity</i>

*\*Add rows if necessary*

Prepared by: \_\_\_\_\_  
School Sports Coordinator

Noted by: \_\_\_\_\_  
School Head

BLSS/SCHOOLS SPORTS DIVISION/CJL



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Enclosure 2: Division Summary Report

**INVENTORY OF SPORTS SUPPLIES, MATERIALS, AND EQUIPMENT FOR SCHOOL  
SPORTS CLUB PROGRAM UNDER SPORTS SUPPLIES AND EQUIPMENT  
ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM FOR FY 2024**

Region: \_\_\_\_\_

<i>Division</i>	<i>Downloaded PSF per Sub-ARO</i>	<i>Disbursed Amount (Amount of Procured items)</i>	<i>List of Sports Supplies, Materials &amp; Equipment Procured</i>	<i>Quantity</i>	<i>Number of School Recipient</i>

\*Add rows if necessary

Prepared by: \_\_\_\_\_  
Division Sports Focal Person

Noted by: \_\_\_\_\_  
Head of the Office

BLSS/SCHOOLS SPORTS DIVISION/CJL



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Republika ng Pilipinas  
**Department of Education**


**OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
School Health Division | School Sports Division | Youth Formation Division

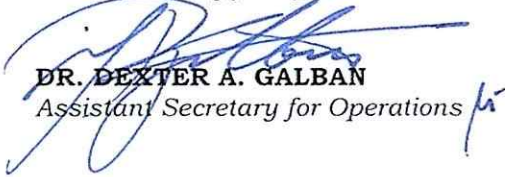
**MEMORANDUM**

**OM-OASOPS-2024-II - 570**

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

**FROM :**

  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operation*

  
**DR. DEXTER A. GALBAN**  
*Assistant Secretary for Operations*

**SUBJECT : SUBMISSION OF UTILIZATION REPORT FOR THE PROGRAM**  
**SUPPORT FUND ON THE IMPLEMENTATION OF THE SPORTS**  
**SUPPLIES AND EQUIPMENT ENHANCEMENT AND**  
**DISTRIBUTION (SSEED) PROGRAM AND DIRECTORY OF**  
**TECHNICAL ASSISTANTS UNDER CONTRACT OF SERVICE**  
**(CoS)**

**DATE : November 4, 2024**

In reference to the memorandum dated November 6, 2023, regarding the **2023 Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program**, and the memorandum dated June 7, 2024, on the **Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service**, all Regional and Division Offices are hereby directed to submit their respective utilization reports and directory of Technical Assistants under Contract of Service (CoS).

The Regional Office recipient of the said program shall submit the utilization report to the Central Office through email at [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph), duly signed by the Regional Director, on or before **November 29, 2024**.

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



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Attached are the templates required for the utilization report. These include both the inventory of sports supplies, materials, and equipment for the School Sports Club under the Sports Supplies and Equipment Enhancement and Distribution (SSEED) Program, as well as the directory of Technical Assistants I under the Contract of Service (CoS). Each Schools Division Office shall accomplish these templates, accessible through: <https://tinyurl.com/SSEEDtemplates> to ensure consistent and accurate reporting across divisions.

For more information, you may contact **Dr. Paulo Motita II**, Senior Education Program Specialist from the Bureau of Learner Support Services School Sports Division at telephone number (02) 8632-0260 or through email address [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph).

Immediate and wide dissemination of this memorandum is desired.

*BLSS/ SCHOOLS SPORTS DIVISION/ C.J.L*



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