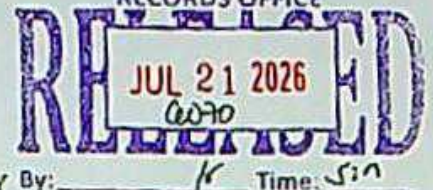




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

July 20, 2026

DIVISION MEMORANDUM
No. 422 S. 2026

**UPDATING OF SCHOOL SPORTS CLUB INFORMATION FOR
SCHOOL YEAR 2026-2027**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools Division Supervisors
School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 022, s. 2025, titled "Policy Guidelines on the Institutionalization of the School Sports Club (SSC) in Public Schools," which institutionalizes the establishment and operation of School Sports Clubs in all public elementary and secondary schools, this Office directs all School Heads to **update their School Sports Club Information for School Year 2026-2027** to facilitate effective monitoring, planning, and implementation of school sports programs.
2. The updating aims to establish an accurate and comprehensive database of School Sports Clubs, including the designated School Sports Club Coordinator, club advisers/coaches, sports disciplines offered, number of registered student-athletes, training schedules, and other relevant information. The updated database shall serve as the basis for monitoring compliance with DepEd Order No. 022, s. 2025, planning capacity-building activities, providing technical assistance, and implementing school sports development initiatives at the division level.
3. All School Heads are directed to accomplish the prescribed School Sports Club Information Update Form through the link provided below:
School Sports Club Information Update Form: <https://tinyurl.com/sportsclubsv2>
4. School Heads shall ensure that the information provided is complete, accurate, and duly verified before submission.
5. The accomplished report shall be submitted in the following formats:
 - a. One (1) **Hard Copy** of the accomplished template;
 - b. One (1) signed and scanned **PDF copy** bearing the signatures of the School Sports Coordinator and the School Head; and



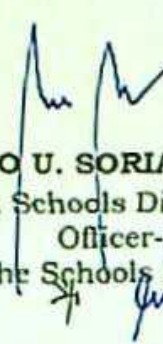
Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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- c. One (1) **editable electronic copy** of the accomplished template.
6. All required documents shall be submitted to tuliaofrancisaron@gmail.com on or before August 15, 2026.
7. For inquiries and clarifications, please contact **FRANCIS ARON V. TULIAO**, Division Sports Focal Person, through mobile number 0993-576-4662 or via the email address stated above.
8. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent