



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No: \_\_\_\_\_ 1575 \_\_\_\_\_, s. 2024

To: Schools Division Superintendents

**REQUEST FOR 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)**

1. In reference to the memorandum dated November 6, 2023, regarding the “2023 Sports Supplies and Equipment 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 directed to submit their respective utilization reports and directory of Technical Assistants under Contract of Service (CoS).
2. Attached are the templates required for the utilization report. These include both the inventory of sports supplies, materials, and equipment for the Schhol 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.
3. For any inquiry or concern, contact Mr. Ryan E. Bantiding, the Regional Sports Officer, Joshua Plaza, the Regional (CoS) Sports Focal Person, through e-mail at [essd.region1@deped.gov.ph](mailto:essd.region1@deped.gov.ph) or telephone number 072-682-23-24 or 119.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

For the Regional Director:

**RHODA T. RAZON**  
 Director III

Encs: As stated  
 To be indicated in the Perpetual Index  
 Under the following subjects:  
 SPORTS/REPORTS/EQUIPMENT

ESSD-Sports/jp  
 11/22/2024



Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I [region1@deped.gov.ph](mailto:region1@deped.gov.ph) [www.depedro1.com](http://www.depedro1.com)



Re: Submission of Utilization Report of the SSEED Program and Directory of the Technical Assistants under Contract of Service (CoS)

From Department of Education Region VIII <region8@deped.gov.ph>

Date Tue 11/19/2024 1:21 PM

To School Sports Division <blss.ssd@deped.gov.ph>

Cc DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>

Received, thank you.

On Tue, Nov 19, 2024 at 1:03 PM School Sports Division <blss.ssd@deped.gov.ph> wrote:

Greetings!

All Regional and Division Offices are hereby directed to submit their respective utilization reports and directory of Technical Assistants under Contract of Service (CoS).

Attached is the Memorandum OM-OASOPS-2024-11-570, dated 4 November 2024, for more information on the submission of utilization report. Meanwhile, the forms and templates may be downloaded through this link: <https://tinyurl.com/SSEEDtemplates>.

For further inquiries and/or clarifications, your office may contact the BLSS-SSD through the email address at [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph) or telephone number (02) 8632-0260.

For your reference and guidance.

**Bureau of Learner Support Services**  
**School Sports Division**  
2nd Floor Mabini Bldg., DepEd Complex,  
Meralco Avenue, Pasig City  
(02) 8632-0260



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**SCHOOL SPORTS DIVISION**  
Bureau of Learner Support Services  
Tel. No.: (02) 8 632-0260  
Email Address: [blss.ssd@deped.gov.ph](mailto:blss.ssd@deped.gov.ph)

**DEPARTMENT OF EDUCATION**  
DepEd Complex, MERALCO Avenue, Pasig City  
[www.deped.gov.ph](http://www.deped.gov.ph)

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**Department of Education RO VIII**  
**Government Center, Candahug, Palo, Leyte**  
(053) 832-2997  
[www.deped.gov.ph](http://www.deped.gov.ph)





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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-2024-11-570

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.

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/CJL*

Enclosure 1

**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: \_\_\_\_\_

Schools Division Office	Downloaded PSF per Sub-ARO	Disbursed Amount (Amount of Procured items)	List of Sports Supplies, Materials & Equipment Procured	Quantity	Recipient School

*\*Add rows if necessary*

Submitted by: \_\_\_\_\_  
Head Teachers

Enclosure 2

**DIRECTORY OF TECHNICAL ASSISTANTS I UNDER CONTRACT OF SERVICE (CoS)**

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

Schools Division Office	Name of Hired CoS	Date of 1st Day in Service	Contact Number	Email Address

*\*Add rows if necessary*

Submitted by: \_\_\_\_\_  
Chief, EESD

BLSS/SCHOOLS SPORTS DIVISION/CJL