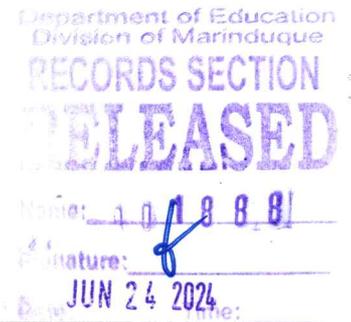




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

June 18, 2024

DIVISION MEMORANDUM

No. 46, s. 2024

SUBMISSION OF PURCHASE REPORTS UNDER THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the Department of Education's commitment to promoting holistic development among learners particularly through physical and sports activities, through the Bureau of Learner Support Services – Schools Sports Division (BLSS-SSD), **this Division requires each school participating in the Supplies and Equipment Enhancement and Distribution (SSEED) Program to submit purchase reports.** The allocated fund for each school is Php 50,000.00 which shall be utilized for enhancing sports and physical education facilities.

2. Relative to this, **concerned schools shall submit soft and hard copies of the said report on or before June 28, 2024.** Soft copies, in PDF file format, shall be emailed to the e-mail address specified below. To ensure consistency and facilitate streamlined processing, a standardized template for the purchase report has been enclosed.

3. For any questions or clarifications regarding the reporting requirements, please contact Mrs. Maita M. Lazares, Education Program Supervisor at mobile number 0998-456-8267 or e-mail address maita.lazares@deped.gov.ph.

4. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encls: as stated

References: 2023 SSEEDP from BLSS-SSD

To be indicated in the Perpetual Index under the following subjects:

BUDGET CLUBS PROGRAMS PROJECTS SPORTS

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**PURCHASE REPORT UNDER THE SPORTS SUPPLIES AND EQUIPMENT
ENHANCEMENT AND DISTRIBUTION (SSEED) PROGRAM**

NAME OF SCHOOL:

SCHOOL ID:

SCHOOL ADDRESS:

LIST OF SPORTS CLUBS OFFERED:

TOTAL ENROLMENT OF SCHOOL:

TOTAL NUMBER OF STUDENTS JOINED THE SPORTS CLUBS:

LIST OF SUPPLIES AND EQUIPMENT PURCHASED	DATE DELIVERED	TOTAL AMOUNT

NOTE: May add more rows. Only the total amount shall be reflected in the table.

CERTIFIED TRUE AND CORRECT:

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD

POSITION OF SCHOOL HEAD

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