



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Reference Number: RU-2026-108

Office of the Schools Division Superintendent

October 27, 2026

DIVISION MEMORANDUM

No. **489**, s. 2026

**DOWNLOADING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE
PROCUREMENT OF SPORTS NEEDS UNDER THE SCHOOL SPORTS CLUBS
AND SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT DISTRIBUTION
(BATCH 9)**

To: PSDS of Western Tabuk District 2
SH of Bantay National High School
All Others Concerned

1. In line with the implementation of the *Utilization of Program Support Fund (PSF) for the Procurement of Sports Supplies, Materials, and Equipment for School Sports Clubs under the Sports Supplies and Equipment Enhancement Distribution Program (SSEEDP)*, this Office, through the School Governance and Operations Division and the Finance Section, shall download the amount of **FIFTY THOUSAND PESOS (PHP 50,000.00)** to **Bantay National High School** to support the procurement of sports supplies, materials, and equipment for School Sports Clubs under SSEEDP Batch 9.

2. The recipient school is hereby advised to immediately undertake the procurement of the approved sports supplies, materials, and equipment. The school shall submit to the Schools Division Office the complete set of required supporting documents, including an inventory or list of procured and/or received sports supplies, materials, and equipment, together with the duly accomplished **Utilization and Implementation Report**, signed by the School Sports Club Coordinator and the School Head, on or before **November 03, 2026**.

3. For your information and guidance.


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OIC, Office of the Schools Division Superintendent

SGOD-fedex downloading of funds batch 9