



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

29 Feb 2024

DIVISION MEMORANDUM
CID No. **050**, s. 2024

INDICATIVE SCHEDULES ON THE PREPARATION OF DOCUMENTS FOR THE
CONDUCT OF CAPACITY BUILDING OF SCHOOL HEADS ON SPECIAL NEEDS
EDUCATION (SNED) IMPLEMENTATION

To: Public Schools District Supervisors/Principals In-Charge Concerned
Public Elementary and Secondary School Heads Concerned
All Others Concerned

1. In line with DepEd Order no. 044, s. 2021 regarding the Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities in the K to 12 Basic Education Program, this office through the Curriculum Implementation Division (CID) shall conduct a **Reskilling of Identified School Heads on Special Needs Education (SNEd) Implementation**, the exact date and venue shall be announced later after the evaluation of documents for accreditation of Continuous Program and Development.
2. This activity aims to orient school heads on the different programs, classification and the process of identification, assessment, and accommodation of learners with disabilities and are expected to conduct roll-out to all school heads and teachers in their own districts and municipalities.
3. The following are the indicative schedules on the preparation of documents:

Date	Activity	Venue
March 2-3, 2024	Planning, identification of content based on needs identified during monitoring and evaluation of SNED implementing schools, and identification of participants	Surallah Central ES
March 9-10, 2024	Preparation of documents for NEAP accreditation	Tampakan SPED Center
March 16, 2024	Finalization of document, presentation and materials needed	Division Conference Hall

4. The personnel to attend the said activities are the following and are advised to bring laptop and extension wire;



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1	Ma. Cheryll C. Cloma	Libertad NHS
2	Luna S. Wallace	Polomok NHS
3	Marilou B. Mallari	Norala CES
4	Jinny J. Biñas	Sto. Niño CES
5	Claire Anne E. Panceles	Suralla CES
6	Cecille N. Solidarios	Norala CES
7	Melita B. Mapi-ot	Tampakan SPED Center
8	Milrose P. Caseres	SDSC

- For services rendered on Holidays, Saturdays, and Sundays, all personnel concerned are entitled to Compensatory Time Off (CTO) or Service Credits per Civil Service and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003 on Updated Guidelines on Grant of Vacation Service Credits to Teachers.
- For any inquiry regarding the conduct of this activity, all personnel concerned are advised to contact *Milrose P. Caseres, Education Program Supervisor-SNEd, Kindergarten and Private Schools* at cellular phone no. 09293682578.
- Meals, food, traveling, and other incidental expenses incurred are chargeable against School/Division MOOE subject to the usual accounting and auditing rules and procedures.
- Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

INCLUSIVE EDUCATION

SNEd

MEETING

MPC/DM- indicative schedules on the preparation of documents for the conduct of capacity building of school heads on special needs education (SNEd) implementation

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