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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING
MAR 13 2023
2430
TIME: 2:05 PM

**MEMORANDUM**  
**DM-CT-2023-037**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CONCERNED SCHOOL HEADS

**FROM :**   
**GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

**SUBJECT :** REGULAR MEETING OF THE REGIONAL AND DIVISION  
FOCAL PERSONS OF THE SPECIAL NEEDS EDUCATION  
(SNEd) PROGRAM

**DATE :** March 8, 2023

OFFICE OF THE DIRECTOR IV
Date and Time Received: 13 MAR 2023 3:45
Date and Time Released: 13 MAR 2023
Signature: 
Signature: 

The Department of Education (DepEd) through the Bureau of Learning Delivery-Student Inclusion Division (BLD-SID) shall be conducting an online meeting with the Regional and Division focal persons of the Special Needs Education (SNEd) Program on **March 17, 2023, 8:30 am to 11:00 am, via Zoom**. The Zoom link shall be sent to the Regional focal persons' group chat.

The following are the objectives of the meeting:

- A. Track the progress of program implementation in terms of the following:
  1. Tagging of learners with disabilities in the Learner Information System (LIS) / Enhanced Basic Education Information System (EBEIS)
  2. Utilization of Program Support Funds (template can be downloaded from the Google form link: [https://bit.ly/SPEDPSF\\_Utilization](https://bit.ly/SPEDPSF_Utilization))
  3. Updates on the conversion of Special Education (SPED) Centers into Inclusive Learning Resource Centers (ILRCs)
  4. SNEd items
  5. Other matters
- B. Address policy issues and concerns on the implementation of the SNEd program
- C. Provide technical assistance in the implementation of the SNEd program

To ensure the success of the meeting, the Regional and Division Focal Persons are expected to use the attached templates to prepare a report on the areas mentioned.

For more information and/or clarifications, please contact **Ms. Mita Parocha**, Supervising Education Program Specialist, BDL-SID, through email at [mita.parochoa@deped.gov.ph](mailto:mita.parochoa@deped.gov.ph) or through mobile number 09173245468.

Immediate dissemination of this Memorandum is desired.

020 email  
3/13/23



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**COMPLETE STAFF WORK**  
**MONTHLY MEETINGS WITH SPED REGIONAL AND DIVISION FOCAL PERSONS**  
**AND ILRC COORDINATORS OF SPECIAL NEEDS EDUCATION AND**  
**INCLUSIVE LEARNING RESOURCE CENTERS**

**BACKGROUND INFORMATION**

Republic Act (RA) No. 11650 known as the “Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act” aims to provide learners with disabilities (LWDs) free and appropriate public early and basic education and support and related services based on their needs, and in preparation for independent living and community life.

The Act states that the Department of Education (DepEd) in collaboration with Local Government Units (LGUs), shall initially establish and maintain at least one (1) Inclusive Learning Resource Center (ILRC) in all cities and municipalities.

Prelude to the passage of RA 11650 on March 11, 2022, the DepEd took the initiative to convert the 16 SPED Centers into ILRC through DepEd Order No. 45, s. 2021 Policy Guidelines in the Selection of Minimum Requirements for the Conversion of Certain SPED Centers into Prototype Inclusive Learning Resource Centers.

The DepEd through the Bureau of Learning Delivery-Student Inclusion Division (BLD-SID) had downloaded support fund during Fiscal Year (FY) 2021 and 2022 to 16 select SPED Centers. The 16 ILRCs will serve as models of the remaining ILRC for every city and municipality in the country.

<b>Region</b>	<b>Division</b>	<b>School</b>
Region I	Ilocos Norte Division	Florentino Camaquin Integrated School
Region II	Quirino Division	Cabarroguis Central School – Integrated SPED Center
Region III	Angeles City Division	Angeles Elementary School
Region IVA	Cabuyao City Division	Cabuyao Central School
Region IVB	Calapan City Division	Adriatico Memorial School
Region V	Legazpi City Division	Legazpi City Division SPED Center
Region VI	Iloilo Province Division	Janiuay Pilot Elementary School
Region VII	Bohol Division	Jagna Central Elementary School
Region VIII	Ormoc City Division	Ormoc City SPED Integrated School
Region IX	Zamboanga Sibugay Division	Ipil SPED Cente
Region X	Cagayan de Oro Division	City Central School
Region XI	Davao City Division	Davao City Special School
Region XII	General Santos City Division	General Santos City SPED Integrated School
CARAGA	Cabadbaran City Division	Cabadbaran South Central Elementary School
CAR	Benguet Division	Benguet SPED Center
NCR	Manila Division	Padre Gomez Elementary School



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Another, DepEd is providing Program Support Funds (PSF) to regions and divisions to augment the needs in managing and implementing Special Needs Education (SNEd) programs. DepEd Order No. 42, s. 2021 Guidelines on the Utilization of Program Support Funds for Special Education Program provides directions on the eligible expenses needed for the SNEd programs:

1. Formal assessment or rehabilitation of LWDs by medical or allied specialists
2. Acquisition of specialized materials, devices, and equipment that are intended for instructional purposes of learners with disability/difficulty.
3. Attendance of SNEd teachers and receiving teachers and other concerned school personnel in specialized trainings on inclusive and special education conducted by NEAP accredited service providers.
4. Immersion of LWDs to different work industry for possible employment and their participation to sports, academic and co-curricular activities toward holistic development.
5. Communication expenses of SNEd implementers subject to reimbursement and/or liquidation and existing DepEd policy on communication expense.

**ONLINE MONTHLY MEETINGS WITH THE SPED REGIONAL AND DIVISION FOCAL PERSONS, AND ILRC COORDINATORS**

Monitoring and evaluation is an integral part of program management and implementation. It is a shared responsibility among implementers and is built into their roles in managing and implementing programs.

Thus, the BLD-SID shall conduct online monthly meetings with the SPED Regional and Division Focal Persons and ILRC Coordinators with the following objectives:

1. Monitor the progress of the conversion of SPED Centers into ILRCs
2. Conduct strategic planning for the identification of the remaining ILRC for each region.
3. Identify the opportunities and challenges encountered in the conversion and operation of ILRC.
4. Identify the opportunities and challenges in managing SNEd programs like downloading of PSF, SNEd teaching items, and others.

The SPE regional and division focal persons and ILRC coordinators are expected to provide data on the physical and financial accomplishment in terms of refurbishing or repairing rooms to create the following support service areas.

1. Assessment service area
2. Physical therapy service area
3. Occupational and behavioral therapy service area
4. Speech and language therapy service area
5. Bridging service area
6. E-Library
7. Management service area
8. Daily living skills area
9. Skills development area
10. Water/Hydrotherapy area

There will be monthly meetings to continuously track the progress of program implementation of the following:

1. Tagging of LWDs in the LIS/EBEIS
2. Utilization of Program Support Funds
3. Updates on the conversion of SPED centers into ILRCs



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4. SNEd Items
5. Others

With the conduct of online monthly meetings, the utilization of downloaded funds shall be managed efficiently and effectively. The utilization of funds for ILRCs and SNEd programs can be tracked properly. Also, SNEd concerns will be discussed so that technical assistance can be provided.





Conversion of SPED Centers into ILRCs

Region: \_\_\_\_\_ RO Focal Person \_\_\_\_\_  
 Division \_\_\_\_\_ SDO Focal Person \_\_\_\_\_  
 School and School ID: \_\_\_\_\_ ILRC Coordinator \_\_\_\_\_

**Status of Conversion of Each ILRC Support Service Area**

ILRC Support Service Area	Status of Conversion	Utilization of ILRC Program Support Fund	Enrolment of LWDs			Remarks
			Male	Female	Total	
Assessment service area						
Physical therapy service area						
Occupational and behavioral therapy service						
Speech and language therapy service area						
Bridging service area						
E-Library						
Management service area						
Daily Living Skills Area						
Skills Development area						
Water /Hydrotherapy Area						

Challenges and Solutions Provided

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**Utilization of SPED Program Support Fund**

**A. Utilization of PSF at the Regional Level:**

<b>Amount Downloaded</b>	<b>Amount Obligated</b>	<b>Amount Disbursed</b>	<b>Breakdown of Fund Utilization</b>	
			<b>M &amp; E SPED Programs</b>	<b>Attendance and conduct of training on SPED</b>
				<b>Advocacy Programs for SPED</b>

**B. Utilization of PSF at the Division Level:**

<b>Amount Downloaded</b>	<b>Amount Obligated</b>	<b>Amount Disbursed</b>	<b>Breakdown of Fund Utilization</b>	
			<b>M &amp; E SPED Programs</b>	<b>Attendance and conduct of training on SPED</b>
				<b>Advocacy Programs for SPED</b>

**C. Utilization of PSF at the School Level:**

<b>Amount Downloaded</b>	<b>Amount Obligated</b>	<b>Amount Disbursed</b>	<b>Breakdown of Fund Utilization</b>			
			<b>Formal Medical Assessment of LWDS</b>	<b>Specialized Materials and Devices for LWDS</b>	<b>Attendance/ conduct of Training on SPED</b>	<b>Immersion of LWDS and participation of LWDS Sport, curricular and co-curricular activities</b>

**D. Utilization of PSF for the Training on FSL**

<b>Amount Downloaded</b>	<b>Amount Obligated</b>	<b>Amount Disbursed</b>	<b>Number of Trainings Conducted</b>	<b>Number of Participants</b>



