



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 19, 2025

**REGIONAL MEMORANDUM**  
No. **696** s. 2025

**CLARIFICATION ON THE ALLOCATION OF THE SPECIAL NEEDS  
EDUCATION (SNED) PROGRAM SUPPORT FUNDS  
BASED ON ELIGIBLE EXPENSES**

To: Schools Division Superintendents  
Division SNED Supervisors  
All Others Concerned

1. To provide guidance on the proper utilization of the downloaded program support funds intended to support the conduct of activities under the Special Needs Education Program stipulated in RM Nos. 482 and 490 s. 2025, the recipients are advised to refer to DepEd Order No. 42, s. 2021 specifically Part VI which enumerates separate eligible expenses for schools and schools division offices (SDOs).
2. Under the SDO category, expenses during conduct of trainings may include those to be spent for board and lodging of participants, rental of venue, purchase and delivery of training materials and equipment, honoraria of resource persons, travel reimbursement, payment of goods and services, and other necessary cost of the training while expenses on the conduct of advocacy activities which sometimes coincide with trainings may be utilized for items such as advocacy shirts, materials, posters, and other related items.
3. The PSF downloaded to the SDO may also be used for the benefit of other schools not included in the original recipient schools and general education teachers who are not yet assigned to teach learners with disabilities (LWDs) during capacity-building, orientation, and advocacy activities which are part of the strategy to promote inclusive education.
4. For further guidance and clarification, all concerned are advised to refer to the said DepEd order.
5. Immediate dissemination of and compliance with this Memorandum are desired.



**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: None  
Reference: As stated

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

INCLUSIVE EDUCATION  
LEARNERS WITH DISABILITIES  
PROGRAM SUPPORT FUNDS  
SPECIAL NEEDS EDUCATION

CLMD-DME