



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM  
 No. 646 , s. 2024

September 19, 2024

**DIVISION ORIENTATION FOR SCHOOLS RECIPIENT OF SPECIAL NEEDS  
 EDUCATION (SNED) PROGRAM SUPPORT FUND (PSF) 2024**

To: Assistant Schools Division Superintendent  
 Chief, CID and SGOD  
 All Public Elementary and Secondary School Heads  
 All Others Concerned

1. With reference to RM No. 727 s. 2024 dated August 14, 2024 and DM-CT-2024-22 dated June 25, 2024, entitled "Recipients and Priority Expenditures of the FY 2024 Special Needs Education Program Support Fund".
2. This Office, through the Curriculum Implementation Division (CID) hereby announces the conduct of the **Division Orientation for all the Recipient Schools of SNED-PSF 2024 on October 1, 2024, at Hotel Gabriella, Dao, Tagbilaran City.**
3. The activity aims to:
  - 3.1 demonstrate understanding of the guidelines, processes and best practices in utilizing Support Funds for Special Education Program;
  - 3.2 build the capacity to implement the FY 2024 SNED-PSF for formal assessment and instructional purposes of learners with disabilities;
  - 3.3 develop comprehensive Project Proposal for the effective utilization of funds by all recipient field implementers.
4. Participants in this one-day orientation are the 17 Elementary Schools Heads, 6 Secondary School Heads and 7 Division Personnel listed below:

Elementary Schools	Secondary Schools
1. Bool Elementary School	1. Dr. Cecilio Putong NHS (Bohol NHS)
2. Booy Elementary School	2. Manga National High School
3. Booy South Elementary School	3. Mansasa National High School
4. Cabawan Elementary School	4. Cogon National High School
5. City East Elementary School	5. Tagbilaran HS for the Hearing
6. Cogon Elementary School	6. San Isidro National High School
7. Dampas Elementary School	
8. Dao Elementary School	Division Personnel
9. Eastern Cogon E/S	CID Chief - 1
10. Manga Elementary School	EPS Kindergarten/SPED -1
11. Mansasa Elementary School	Accountant -1
12. San Isidro Elementary School	Accounting Personnel - 1
13. Tagbilaran City Central E/S	SEPs - 2



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14. Taloto Elementary School	CID Personnel - 1
15. Tiptip Elementary School	
16. Ubujan Elementary School	
17. Tagbilaran City Central SPED Center	

5. Meals, snacks and other incidental expenses relative to the conduct of the activity shall be charged against FY 2024 SNED-PSF subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

  
**JOHN ARIEL A. LAGURA PhD**  
OIC, Assistant Schools Division Superintendent