



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. **549**, s. 2026

July 8, 2026

**DESIGNATION OF SPECIAL NEEDS EDUCATION (SNED) FOCAL PERSON**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Heads of Public Elementary & Secondary Schools  
All Others Concerned

1. In the exigency of the service, the following teaching personnel listed below are hereby designated as the Special Needs Education (SNED) Focal Person of their respective school assignments effective immediately.

No.	School	SNED Focal Person
1.	Bool ES	Ma Yvonne P. Salva
2.	Booy ES	Marygold W. Odal
3.	Booy South ES	Mecheil A. Mercader
4.	Cabawan ES	Maricel S. Langamin
5.	City East ES	Laarni Rose P. Curambao
6.	Cogon ES	Gladys P. Autida
7.	Dampas ES	Ville Rose A. Toring
8.	Dao ES	Roselle C. Canda
9.	Eastern Cogon ES	Roselle M. Sunit
10.	Manga ES	Marjorie S. Telmo
11.	Mansasa ES	Rosita S. Ampo
12.	San isidro ES	Marlyn D. Baluca
13.	Tagbilaran City Central ES	Pearly T. Maraguinot
14.	Tagbilaran City Central SPED	Rose Ann P. Ido
15.	Taloto ES	Geneva R. Taporoc
16.	Tiptip ES	Jocelyn R. Lajot
17.	Ubujan ES	Ma. Apryl M. Cagadas
18.	City of Tagbilaran NHS	Dialene S. Romuga
19.	Cogon NHS	Sigrid Lou C. Galdo
20.	DCPNHS NHS - JHS	Tina Agnes B. Dumas
21.	DCPNHS NHA - SHS	Sandra S. Tanudra
22.	Manga NHS	Crestita G. Batingal
23.	Mansasa NHS	Mylyn T. Ayuban
24.	San Isidro NHS	Marydel M. Clerigo
25.	Taloto NHS	Aniceto A. Peñaroya Jr.
26.	Tagbilaran High School for Hearing Impaired	Juneil P. Balo

2. As such, you are expected to perform the duties and responsibilities attached to this designation, including but not limited to:
- a) Implement SNED initiatives at the school level in line with DepEd policies and inclusive education frameworks;
  - b) Maintain updated records of learners with special educational needs (LSEs), including assessment results and Individualized Education Plans (IEPs);
  - c) Serve as liaison with the Division SNED Coordinator, submitting reports and updates as required;
  - d) Monitor learner progress, interventions, and outcomes, and ensure integration into the School Improvement Plan (SIP);
  - e) Support teachers in adapting instructional materials and strategies for LSEs;
  - f) Strengthen collaboration with parents, guardians, and stakeholders to sustain learner support;
  - g) Oversee resource utilization of SNED-related funds and materials, ensuring transparency and accountability; and
  - h) Perform other related functions as may be assigned by the undersigned, until this designation is revoked.
3. Immediate and wide dissemination with this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO VI**  
Schools Division Superintendent

WDB/JAAL/CID/JTB/jcl