



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. 807 , s. 2026

September 24, 2026

**COURTESY VISIT AND EXPLORATION OF COLLABORATIVE SUPPORT SERVICES
FOR LEARNERS WITH DISABILITIES**

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

1. This is in reference to the communication dated **September 18, 2026**, from **Ms. Jessa Mae M. Budlong, OTRP, Co-Founder/Occupational Therapist of Clay & Tinker Therapy Center**, requesting a courtesy visit to schools within this Division, originally scheduled on **September 25, 2026**, and subsequently **rescheduled to September 30, 2026**
2. The courtesy visit aims to introduce the services of Clay & Tinker Therapy Center and explore possible areas of collaboration in supporting learners with diverse developmental, behavioral, learning, and special educational needs. It also seeks to promote appropriate identification and referral of learners who may benefit from assessment and intervention, as well as the sharing of practical strategies to support their participation and learning in the classroom.
3. In this regard, **all school heads** are encouraged to take note of the said initiative and designate appropriate personnel, particularly **SNED teachers, guidance personnel, and other concerned teachers**, to participate in the orientation/discussion, as may be applicable.
4. Any proposed partnership, referral arrangement, or provision of services shall be subject to existing **DepEd policies, guidelines, and applicable rules and regulations**, including appropriate coordination with the Schools Division Office and the concerned parents/guardians.
5. School heads are likewise encouraged to maximize opportunities for professional dialogue and collaboration with qualified allied health professionals in strengthening inclusive education and learner support services.
6. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/CID/JTB/jcl



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CLAY & TINKER

— THERAPY CENTER —

September 18, 2026

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent
Division of City Schools-Tagbilaran
Tagbilaran City, Bohol

Thru: DR. JUANITA C. LAFUENTE
Education Program Supervisor in Kindergarten/ SNED
Tagbilaran City, Bohol

Dear Dr. Bongalos,

Warm greetings!

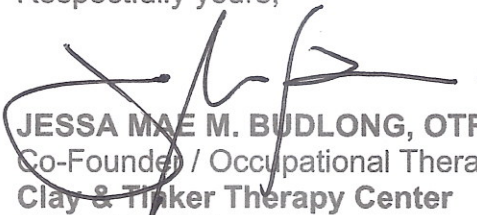
In our continued commitment to advocating for children with special needs, we, the founders of Clay & Tinker Therapy Center, would like to respectfully request a courtesy visit to your school on September 25, 2026.

We recognize the important role of schools in promoting inclusive education and understand the increasing need to support learners with diverse developmental, behavioral, and learning needs. We believe that collaboration among schools, teachers, parents, and allied health professionals is essential in providing children with the appropriate support they need.

Through this visit, we hope to briefly introduce Clay & Tinker Therapy Center, share the services we offer, and explore possible areas of collaboration with your school. We also hope to advocate for the proper identification and referral of children who may benefit from assessment and intervention, as well as collaborate with teachers in developing practical classroom strategies that support their participation and learning.

Thank you very much for your time and consideration. We look forward to the opportunity to work together in supporting our learners.

Respectfully yours,


JESSA MAE M. BUDLONG, OTRP
Co-Founder / Occupational Therapist
Clay & Tinker Therapy Center
0970 650 3570

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RECORDS SECTION
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Date: SEP 18 2026
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Date: 9/21/2026 TIME: 9-140