



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

10 March 2025

DIVISION MEMORANDUM
No. 180 s. 2025

**PSYCHOEDUCATIONAL ASSESSMENT OF LEARNERS WITH
DISABILITIES/DIFFICULTIES (LWDS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary Schools
Heads, Unit/Section
All Others Concerned

1. In adherence to **DepEd Order No. 44, s. 2021**, re: **Policy Guidelines on the Provision of Educational Program and Services for Learners with Disabilities in the K to 12 Basic Education Program**, this Office informs all concerned that the administration of Psychoeducational and Developmental Assessment of Learners with Disabilities/Difficulties (LWDs) by the Educational Psychologists will be on **June 2025**. This is in partnership with Disability Affairs Unit of the City Social Welfare and Development Office.
2. The activity's goal is to gather information/data to determine the learner's current level of functioning, including but not limited to cognitive, motor, psychosocial, communication, and adaptive skills, as a foundation for clearly establishing the goals for LWD's learning and development areas required to create the learner's Individualized Education Plan (IEP).
3. All schools with identified Learners With Difficulties/Disabilities must submit the required documents (**Enclosure 1**) to Mrs. Mildred Z. Galleno, Education Program Supervisor in charge of Special Needs Education (SNED) on or **before May 26, 2025**.
4. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 44, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

SPECIAL NEEDS EDUCATION
ASSESSMENT
LEARNERS
TEACHERS

CID – psychoeducational assessment of learners with disabilities/difficulties (lwds)
CIDKJOBO-001625/March 10, 2025

Enclosure 1

LISTS OF REQUIRED DOCUMENTS

1. Letter request from parent address to City Mayor
2. Certificate of Indigency or in crisis
3. Letter request from school head address to City Mayor
4. Community Tax Certificate (parent or guardian)
5. Comelec Certificate or Voter's ID
6. PWD ID Card (if available)
7. Birth Certificate (learner)
8. General Intake