



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 September 2025

DIVISION MEMORANDUM

No. 642 s. 2025

**MID-SCHOOL YEAR PROGRAM IMPLEMENTATION REVIEW (PIR) FOR
SPECIAL NEEDS EDUCATION (SNED) PROGRAMS AND SERVICES**

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

1. Anchored on **DepEd Order No. 29, s. 2022** titled “Adoption of the **Basic Education Monitoring and Evaluation Framework (BEMEF)** and **DepEd Order 44, s. 2021**, titled **Policy Guidelines on the Provision of Educational Program and Services for Learners with Disabilities in the K to 12 Basic Education Program**, this Office through the Curriculum Implementation Division will conduct a **Live-In End of School Year (EOSY) Program Implementation Review for Special Needs Education (SNED) Program and Services** on **December 2-3, 2025**, venue to be announced in a separate advisory.
2. The objectives of this activity are:
 - a. Evaluate the status of SNED program implementation;
 - b. Identify strengths, challenges, and gaps in delivering educational services to learners with disabilities;
 - c. Formulate evidence-based recommendations to improve program delivery and resource management;
 - d. Strengthen compliance with DepEd Order No. 44, s. 2021 across all schools implementing SNED; and
 - e. Align improvement strategies with the Division’s flagship programs MAARUGA and AGUYOD.
3. Enclosure 1 presents the participants in this activity. All participants are expected to maximize the use of instructional time in schools as per DepEd Order No. 9, s. 2005, titled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith". They must register on or before **October 19, 2025** on this link <https://tinyurl.com/MIDPIRSNED2025>. Participants are expected to bring laptop and extension cord.
4. Expenses relative to the conduct of the activity shall be charged as follows: meals of SDO personnel shall be charged against the Division PSF for SNED; meals of school participants shall be charged against the PSF downloaded to their respective schools; supplies and materials shall be charged against the Division PSF; while transportation and other incidental expenses shall be sourced from local funds, subject to the usual accounting, and auditing rules and regulations.

5. Each school shall prepare a 5-minute video presentation on their SNED programs and services highlighting effective and replicable strategies and upload it with the corresponding report to this link: <https://tinyurl.com/5MINSNEDVIDEO2025> for documentation and consolidation.
6. Attached herewith as Enclosure 3 are the guidelines for the preparation of the 5-minute video presentation.
7. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 29, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

SPECIAL NEEDS EDUCATION
MONITORING AND EVALUATION
PROGRAM IMPLEMENTATION REVIEW

CID- mid school year program implementation review (pir) for special needs education (sned) programs and services
CIDHCI1Q-002136/September 15, 2025

Enclosure 1

**MID SCHOOL YEAR PROGRAM IMPLEMENTATION REVIEW (PIR) FOR
SPECIAL NEEDS EDUCATION (SNED) PROGRAMS AND SERVICES
December 2-3, 2025**

Celedonio B. Balderas Jr.
Schools Division Superintendent
Overall Chairperson

Herbert D. Perez
Asst. Schools Division Superintendent
Overall, Vice Chairperson

| No. | A. Division Technical Working Group | |
|-----|---|--------------------------------------|
| | Name | Position/Designation |
| | Division Technical Working Group | |
| | Chairperson | |
| 1 | Edwin R. Rodriguez | Chief Education Supervisor - CID |
| | Vice Chairperson/Focal | |
| 2 | Mildred Z. Galleno | Education Program Supervisor |
| | Division Technical Working Group | |
| 3 | Louie L. Fulleo | EPS/Facilitator |
| 4 | Michael Leonard D. Lubiano | EPS/Facilitator |
| 5 | Sherwin C. Quesea | EPS/Facilitator |
| 6 | Christian J. Bables | EPS/Facilitator |
| 7 | Joseph Jay U. Aureada | EPS/Facilitator |
| 8 | Jerome A. Chavez | EPS/Facilitator |
| 9 | Mikael Sandino Andrey | EPS/Facilitator |
| 10 | Generosa F. Zubieta | EPS/Secretariat |
| 11 | Luzviminda Cynthia Richelle F. Quintero | EPS/Documenter |
| 12 | La Trisha L. Dalit | EPS II – Minute Taker/ Rapporteur |
| 13 | Erison D. Albis | Secretariat/Documenter |
| 14 | Jerome A. Javin | Data Analyst/Documenter |

| NO. | NAME | DESIGNATION/ POSITION | OFFICE/ SCHOOL |
|-----|----------------------|--------------------------|--------------------------|
| 1 | Michael M. Safred | School Principal I | Ilasan Integrated School |
| 2 | Rich Ann D. Reyes | SNED Teacher I | Ilasan Integrated School |
| 3 | Emelia E. Eclarin | Principal | Eugenio Francia IS |
| 4 | Lyka R. Nañez | SNED Teacher I | Eugenio Francia IS |
| 5 | Elpidia C. Palayan | School Principal II | Malao-A/Calantas ES |
| 6 | Maica P. Durante | SNED Teacher I | Malao-A/Calantas ES |
| 7 | Teresa Andaya | Master Teacher I | East Palale Elem. Sch. |
| 8 | Elizabeth B. Maranan | SNED Teacher I | East Palale Elem. Sch. |
| 9 | Ingrid A. Palad | School Principal II | South Palale Elem. Sch. |
| 10 | Kenneth Rosaldo | School SNED Coordinator | South Palale Elem. Sch. |
| 11 | Lorynel C. De Sagun | Head Teacher III | Alsam Integrated Sch. |
| 12 | Cara Kaye G. Millar | SNED Teacher I | Alsam Integrated Sch. |

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|----|------------------------------|-------------------------|------------------------|
| 13 | Roderick O. Hugo | School Principal II | Froilan E. Lopez ES |
| 14 | Aina Trisha C. Abadilla | SNED Teacher I | Froilan E. Lopez ES |
| 15 | Honesto P. Caagbay, Jr. | School Principal I | Kalumpang Elem. Sch. |
| 16 | Analyn H. Saludes | SNED Teacher II | Kalumpang Elem. Sch. |
| 17 | Loida Arceta | SNED Teacher I | Kalumpang Elem. Sch. |
| 18 | Grace T. Delmo | SNED Teacher I | Kalumpang Elem. Sch. |
| 19 | Regicelle D. Cabaysa | School Principal I | Lalo Elem. Sch. |
| 20 | Alyssa S. Malto | SNED Teacher I | Lalo Elem. Sch. |
| 21 | Natalia A. Andaya | School Principal I | Tayabas West CS III |
| 22 | Mary Joyce N. Zaracena | SNED Teacher I | Tayabas West CS III |
| 23 | Judy Ann Cano | SNED Teacher I | Tayabas West CS III |
| 24 | Geraldine Constantino | Asst. School Principal | Luis Palad IHS |
| 25 | Gian Joseph J. Romero | School SNED Coordinator | Luis Palad IHS |
| 26 | Pamila Quintero | SNED Teacher I | Luis Palad IHS |
| 27 | Mary Grace M. Cabili | School Principal II | Dapdap Integrated Sch. |
| 28 | Maria Catsharel A. dela Peña | SNED Teacher I | Dapdap Integrated Sch. |
| 29 | Ronan R. Ranillo | School Principal II | Tayabas East CS |
| 30 | Leanie R. Cabuyao | SNED Teacher II | Tayabas East CS |
| 31 | King Carlo Roces | SNED Teacher I | Tayabas East CS |
| 32 | Pamela J. Bacera | SNED Teacher I | Tayabas East CS |
| 33 | Erriene Fatmah Grace Regala | SNED Teacher I | Tayabas East CS |
| 34 | Cherrie Joy T. Villanueva | SNED Teacher I | Tayabas East CS |
| 35 | Marry Joi L. Cabaneros | Teacher I | Tayabas East CS |
| 36 | Reniel N. Cabuyao | OIC – Teacher III | Valencia ES |
| 37 | Yara Anessa C. Cabile | SNED Teacher I | Valencia ES |
| 38 | Ronald O. Hugo | OIC-Master Teacher I | Katigan-Alupay ES |
| 39 | Jerome D. Ornedo | SNED Teacher I | Katigan-Alupay ES |

Enclosure 2

Program Matrix

Mid School Year Program Implementation Review (PIR) for SNED Programs and Services

Theme: *Strengthening Inclusive Education through Evidence-Based Program Review*

Venue: TBA

Dates: December 2-3, 2025

| Time | Activity | Objectives | Responsible Person/Office | Expected Output |
|---|--|---|--|--|
| Day 1 – Program Review and Data Validation | | | | |
| 8:00 – 8:30 AM | Registration | To record attendance of participants | Secretariat (CID) | Attendance Sheet |
| 8:30 – 8:45 AM | Opening Program (Prayer, National Anthem, Welcome Remarks) | To formally open the PIR and set the tone of the activity | Emcee, CID Chief | Opening Messages |
| 8:45 – 9:00 AM | Statement of Purpose and Objectives of the PIR | To orient participants on the objectives, scope, and methodology of the PIR | CID Chief / SNED Focal Person | Shared understanding of PIR objectives |
| 9:00 – 9:30 AM | Overview of DepEd Order No. 44, s. 2021 | To refresh participants on policy | CID Chief/ SNED Focal Person | Refreshed policy knowledge |
| 9:30 – 10:15 AM | Presentation of Division SNED Status (Mid-Year Data) | To present division-wide data on SNED program implementation | CID – SNED Focal Person | Baseline status report |
| 10:15 – 10:30 AM | Health Break | – | – | – |
| 10:30 – | School-Level Data Validation (Group Activity) | To verify accuracy of reported data and clarify gaps | CID (Cluster Supervisor) with School Heads | Validated school-level data |

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|-----------------------|--|---|--------------------------|--|
| 12:00 NN | | | and SNED Coordinators | |
| 12:00 – 1:00 PM | Lunch Break | – | – | – |
| 1:00 – 2:30 PM | Workshop 1: Identification of Strengths, Gaps, and Challenges | To identify program strengths and issues based on validated data | Facilitators – CID | List of strengths, gaps, challenges |
| 2:30 – 3:00 PM | Synthesis of Workshop 1 Outputs | To consolidate workshop results | Rapporteurs | Consolidated synthesis |
| 3:00 – 3:15 PM | Health Break | – | – | – |
| 3:15 – 4:30 PM | Sharing of Best Practices (5- minute presentation) | To highlight effective and replicable strategies | All Schools | Documented best practices |
| 4:30 – 5:00 PM | Day 1 Closing | To summarize Day 1 and set expectations for Day 2 | Emcee, CID Chief | Day 1 Summary |

| Time | Activity | Objectives | Responsible Person/Office | Expected Output |
|--|---|---|------------------------------|------------------------------|
| Day 2 – Planning and Commitment Setting | | | | |
| 8:00 – 8:30 AM | Recap of Day 1 | To review previous day's outputs | Rapporteur | Recap notes |
| 8:30 – 10:00 AM | Workshop 2: Action Planning per School | To formulate school-level action plans addressing identified gaps | Facilitators – CID | Draft school action plans |
| 10:00 – 10:15 AM | Health Break | – | – | – |

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|------------------|--|---|---------------------------------------|--------------------------------|
| 10:15 – 11:30 AM | Division Consolidation of Action Plans | To integrate school plans into a division-wide improvement plan | CID- EPS SNEd | Division SNED Action Plan |
| 11:30 – 12:00 NN | Presentation of Consolidated Action Plan | To share and validate the consolidated plan | CID Chief | Validated action plan |
| 12:00 – 1:00 PM | Lunch Break | – | – | – |
| 1:00 – 2:30 PM | Commitment Setting and Signing of Pledge of Support | To secure commitment from school leaders | CID Chief, School Heads | Signed commitment pledges |
| 2:30 – 3:00 PM | Integration with MAARUGA and AGUYOD Initiatives | To ensure alignment with division flagship programs | CID & Division Flagship Program Leads | Integrated action plan |
| 3:00 – 3:15 PM | Health Break | – | – | – |
| 3:15 – 4:00 PM | Finalization of M&E Follow-Through Schedule | To set timelines for post-PIR monitoring | CID – SNED Focal Person | M&E monitoring schedule |
| 4:00 – 4:30 PM | Closing Program (Messages, Awarding of Certificates) | To formally close the PIR and recognize participation | CID, Division Officials | Certificates, Closing Messages |

Enclosure 3

Guidelines for the 5-Minute Video Presentation

To ensure uniformity and quality of outputs, the following guidelines shall be observed in the preparation of the 5-minute video presentation on SNED programs and services:

1. Duration

- The video shall run for a maximum of five (5) minutes only.

2. Content

The video should highlight:

- Brief school profile and SNED background.
- Overview of SNED programs and services implemented.
- Effective and replicable strategies that showcase inclusive practices.
- Success stories, learner outcomes, or impact on stakeholders.
- Closing message or key takeaway.

3. Format

- The presentation may be in video, narrated slides, or a combination of live recording and visuals.
- Use clear audio and legible text/graphics.
- English and/or Filipino may be used as medium of communication.

4. Submission

- The final video presentation, together with the corresponding report, shall be uploaded to this link:
<https://tinyurl.com/5MINSNEDVIDEO2025>.
- **Deadline for submission:** November 24, 2025.

5. Documentation and Use

- Submitted videos will form part of the division documentation and consolidation of best practices in SNED program.